

NBS End User Training: Cashier's Office

Student Guide

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NIH Cashier Activities: Course Overview

Chapter 1

NIH Cashier Activities: Course Overview



NIH Cashier Activities: Course Overview

Track 2 End User Training
September 2003

Course Objectives



Course Objectives

- Overview of the NBRSS and NBS
- Processing Travel-related Payments
- Processing Travel-related Deposits
- Important Dates

Agenda



Agenda

Day 1

- 9:00 – 9:30: Course Overview
- 9:30 – 2:30: Travel-related Payments
- 2:30 – 3:00: Wrap-up

Day 2

- 9:00 – 9:30: Review
- 9:30 – 2:30: Travel-related Receipts
- 2:30 – 3:00: Wrap-up



Training Guidelines



Training Guidelines


1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

Accessing Oracle via the NIH Portal

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Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: <http://my.nih.gov>
 - To Log on use your:
 - NIH Domain
 - User Name
 - Password
 - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).
- Add the Budget & Finance Community, which is the page where the Oracle application resides



NBRSS Application Launcher
NBS Finance
▶ [Production](#)
General Ledger, Fed Admin, Projects

Page 4

Logging in to the NIH Portal

The screenshot shows the NIH Login page. At the top left is the nbrss logo (National Institutes of Health Business & Research Support System). The main header is a blue bar with the text "Logging in to the NIH Portal". Below this is a white box containing the login form. The form has a red circle around the "Select your domain", "User name", "Password", and "Log in" button. The "Select your domain" dropdown is set to "NIH". The "User name" field contains "paulsa". The "Password" field is masked with asterisks. Below the form is a "Warning Notice" section with text about U.S. Government computer system access. At the bottom of the page are logos for CIT, the National Institutes of Health, and the Department of Health and Human Services. A red bar at the bottom right contains the text "Page 5".

NIH Login

1 Select your domain: NIH Which domain should I select?

2 User name: paulsa

Password: [masked] Change Password

Log in

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Please e-mail questions or comments to tasr@nih.gov or call 301-594-6248

Page 5

Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at <http://my.nih.gov>. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357))
- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
 - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select?" link for assistance.)
 - Enter your **User name**.
 - Enter your **Password**.
 - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

Adding a Community to your NIH Portal View



The screenshot shows the NIH Portal interface. The header includes the NIH logo and 'nbrss' text. The main content area has tabs for 'MY PAGES', 'Communities', and 'Document Directory'. A sidebar on the left shows weather and portal information. The main content area displays the 'EDIT YOUR MEMBERSHIPS' page with a search bar, a list of communities, and a 'Finish' button. Numbered arrows indicate the sequence: 1. Click 'Communities' tab; 2. Click 'Edit Your Memberships'; 3. Check 'NBRSS Budget/Finance' community; 4. Click 'ADD TO MY MEMBERSHIPS >>'; 5. Click 'Finish' button.

What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

- Click on the “**Communities**” tab and select “**Edit Your Memberships**”.
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click “**Add to my Memberships**”. (You may need to select your default community.)
- Click “**Finish**”. The subscribed community will now appear in the list on your “Communities” Tab every time you access the portal.

Questions

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Questions

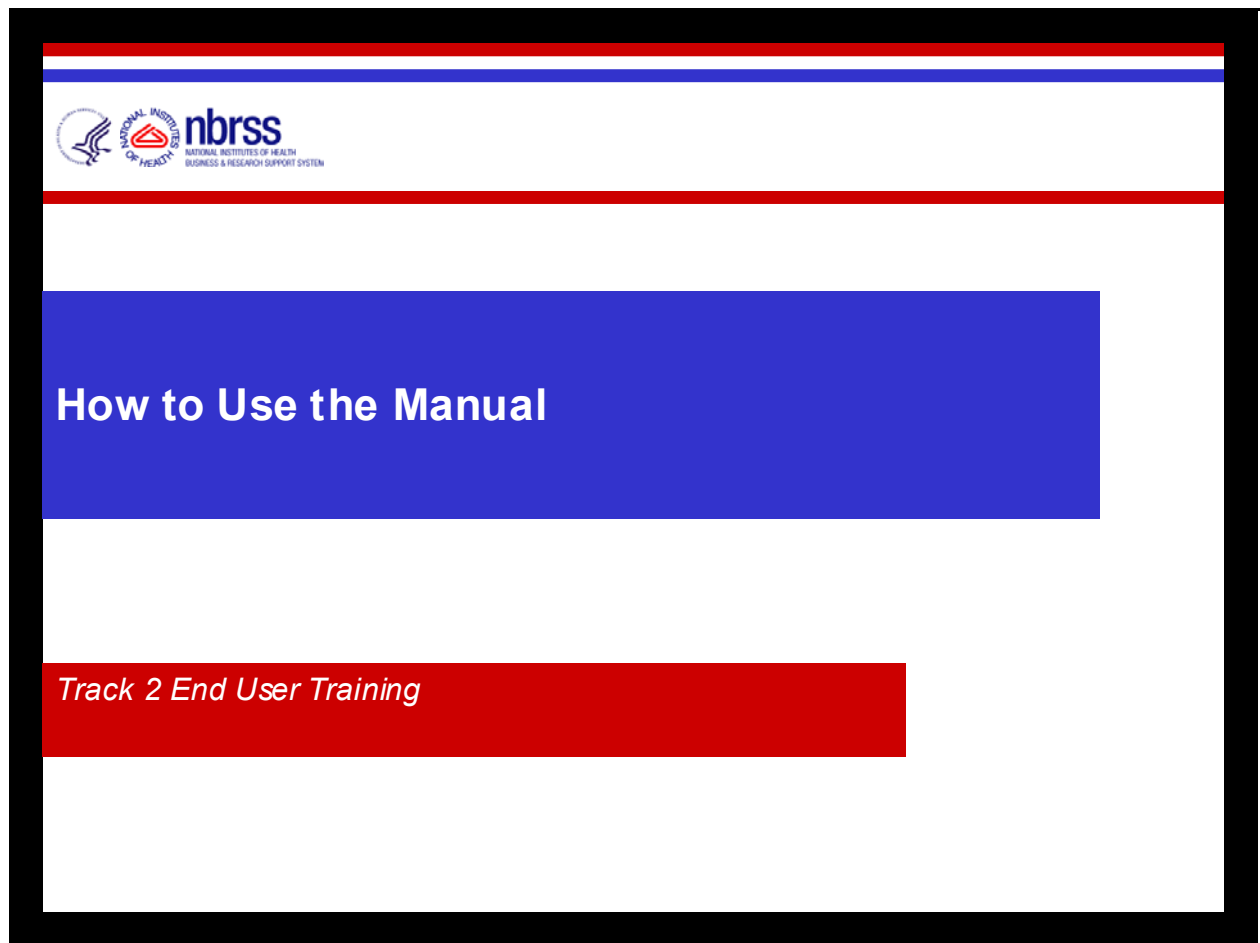
Questions?

Page 7

How to Use the Manual

Chapter 2

How to Use the Manual



How to Use the Manual




How to Use the Manual

- Each Student Guide contains a Table of Contents

Table of Contents


NIH Receivables Customer Entry: Course Overview	1-1
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How to Use the Manual

**How to Use the Manual**

- Each Chapter constitutes a lesson
- Each lesson has a set of objectives

Lesson Objectives

**Lesson Objectives**

After this lesson you should know how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

Page 1

Page 2

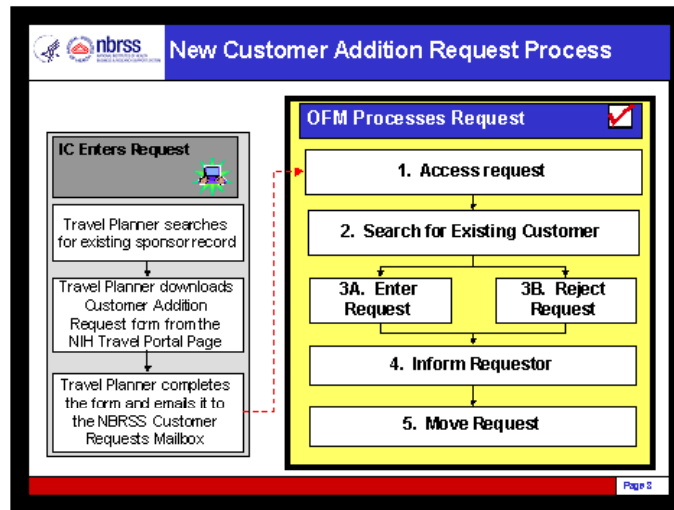
How to Use the Manual

Chapter 2 - Page 4

How to Use the Manual


- The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS

New Customer Addition Request Process



All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

How to Use the Manual

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How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents.

1 →

Navigations:

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

3 →

Entering a New Customer

Purpose

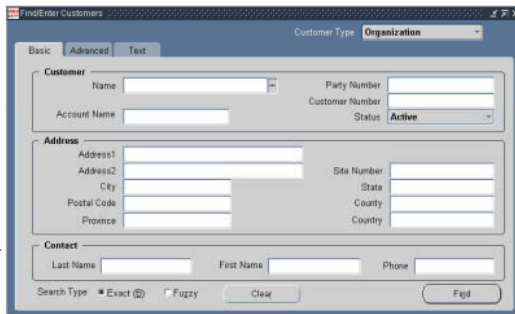
The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry



N > Customers > Standard

Find/Enter Customers



Page 4

How to Use the Manual

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How to Use the Manual


- Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task

NIH Receivables Customer Entry	←	Oracle Responsibility
N > Customers > Standard	←	Navigation Path
Find/Enter Customers	←	Screen Name

- Navigation Boxes are always followed by a screen shot of the window you will navigate to.

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How to Use the Manual



How to Use the Manual

1. Directive statements will help you determine your next step. The statements are indicated in **Bold**

2. Words in **Bold** font indicate a field, window, or button name



If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.

3. Select the **Cancel** button.

Goto task #1. **1**

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**. **2**

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.

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How to Use the Manual



How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values


7. Enter the city name in the **Site Name** field.
8. Enter the following address information.

Field	Description
Country	Select the appropriate country from the LOV.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.


If a field is not referenced, you should not change the default value.

How to Use the Manual

**How to Use the Manual**

Notes provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

 Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

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How to Use the Manual

How to Use the Manual

The end of the task will be indicated by **End of Activity.**

Example: Below is a sample completed **Contacts: Roles** region tab.

Contact Name							
Last	First	Title	Number	Job	Mail Stop	Reference	Active
FELDMAN	BENJAMIN	Mr.		Treasurer			<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Contact Roles		
Description	Primary	
Bill To	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

15. Save your work.


End of activity.

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How to Use the Manual

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How to Use the Manual



How to Use the Manual

Each lesson concludes with a Lesson Summary

Lesson Summary



Lesson Summary

In this lesson you learned how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

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Page 10

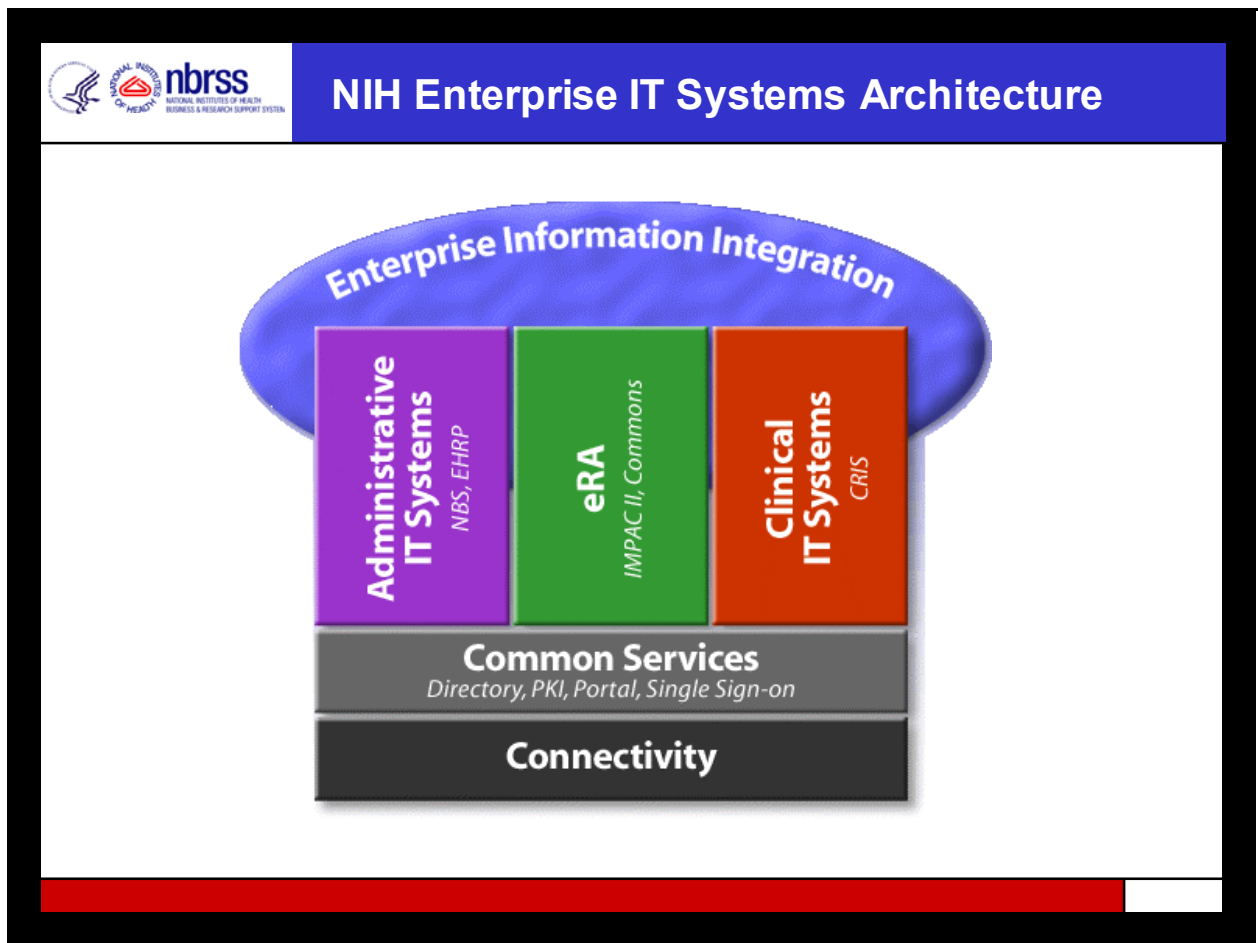
NBRSS Overview

Chapter 3

NIH Business and Research Support System (NBRSS) Overview



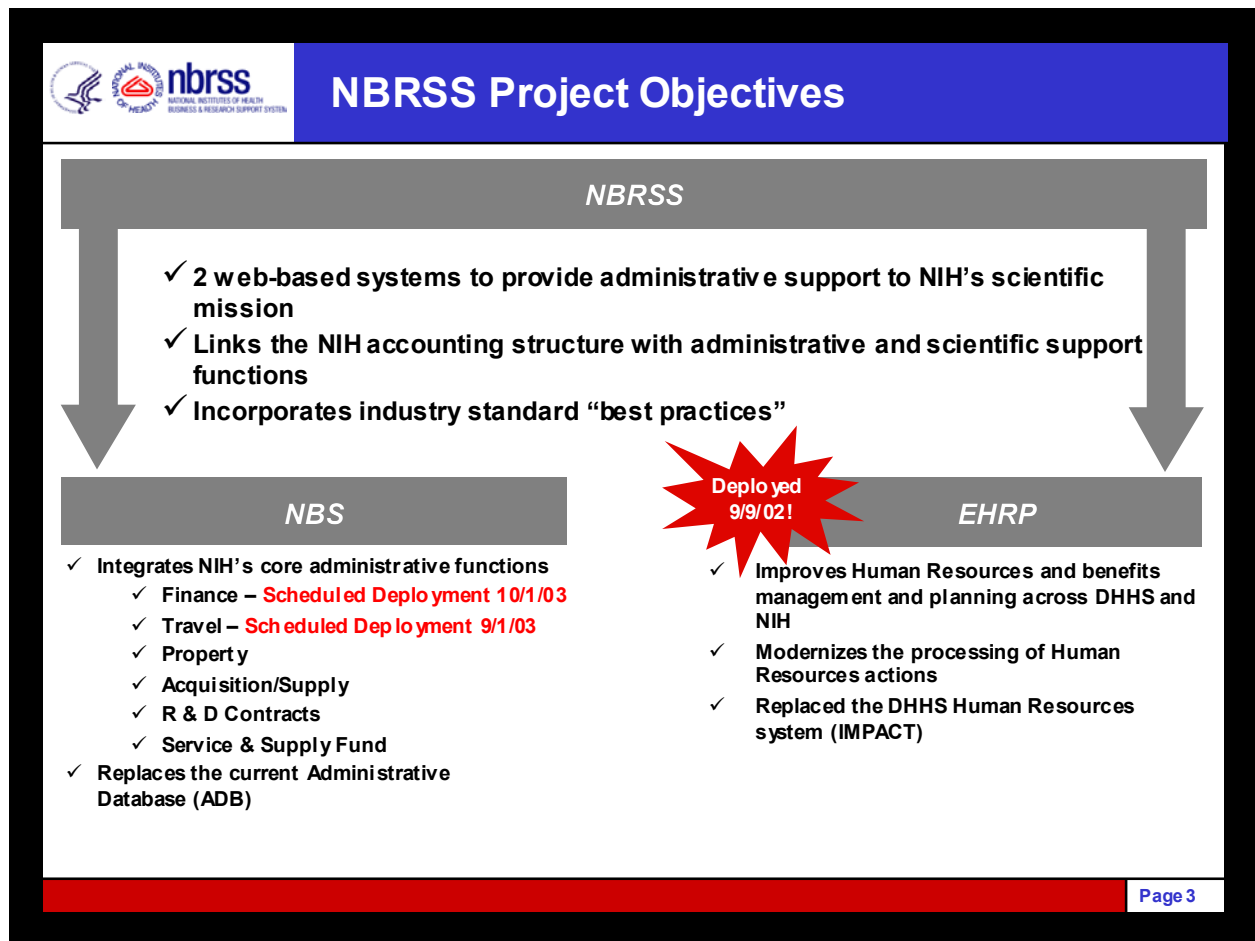
NIH Enterprise IT Systems Architecture



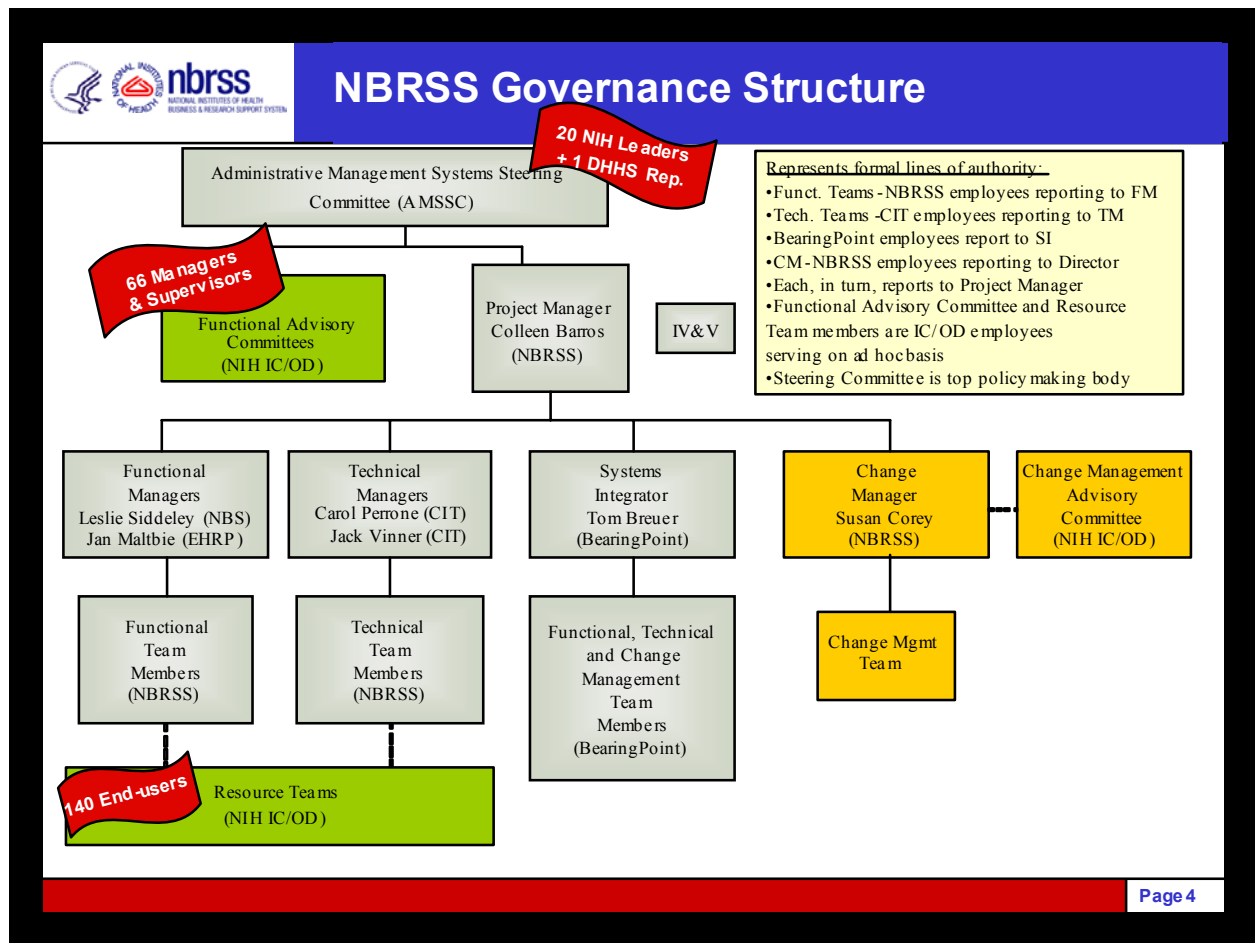
NIH Business System (NBS) – How it all started

- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
 - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, Contracts, and Service and Supply Fund activities.
 - Transactions feed the accounting system from the point of origin, i.e., procurement requisition, travel order, etc.
 - Used by about 5,000 NIH employees, most of whom are in the Intramural Research Program.
 - Processes approximately 150,000 transactions each day.
- Work groups comprised of 200 NIH employees helped with the NIH decision to go with a commercial Enterprise Resource Planning (ERP) product.
- The challenge is not to design software but to adapt NIH business practices to the "best practices" embedded into the commercial ERP product.

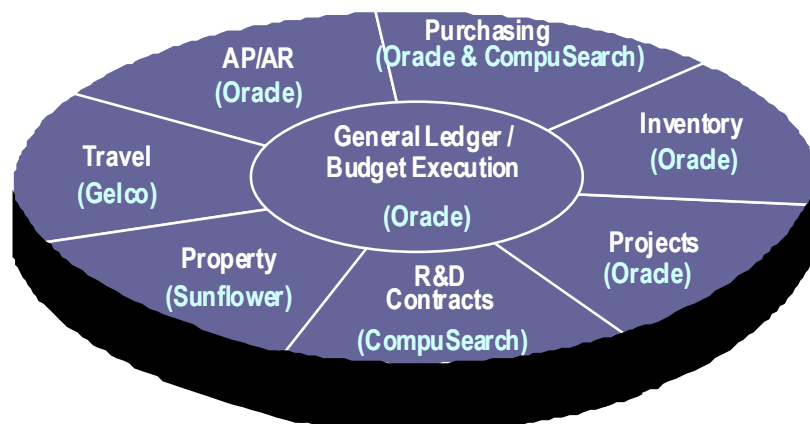
NBRSS Project Objectives



NBRSS Governance Structure



NBS - An Integrated System

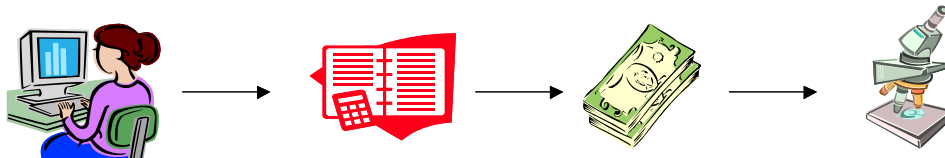


NBS – How it Works



NBS – How it Works

- Typically, transactions proceed horizontally across several administrative functions.
 - Administration uses the NBS to [purchase](#) a piece of equipment for a scientist.
 - In *real time*, this information automatically transmits to [finance](#) to check funds availability; obligate funds; and once the equipment is received, pay the bill.
 - Upon receipt this information automatically flows to [property](#) to track the equipment.



- Why an integrated system?
 - Eliminates multiple entries;
 - Minimizes the potential of errors;
 - Provides accurate reports; and
 - Eliminates the expense and technical difficulty of linking together systems that are dedicated to individual functions.

Expected Benefits of the NBS



Expected Benefits of the NBS

- One integrated system, linking each of the major business functions, including human resources;
- Better integration and sharing of information within the organization;
- Improved managerial control and access to key data; and
- Improved financial statements and management reports across NIH, using the new Accounting Classification Structure (ACS).

Realities of the NBS



Realities of the NBS

- NBS replaces a dying system – something had to be done. NBS offers a modern-day feel, but no system is perfect, and the NBS will not solve everything.
- NBS is not a proprietary system – we're bound by the software, and customizations are costly.
- There will be a phased conversion period, so we will not experience the full functionality and benefits all at once. As pieces of the current system are shut down and the new system is set up, there will be disruption.
- The administrative, legal, and regulatory policies outside of the NBS remain.
- To reap the full benefits of the NBS, local IC policies and approval levels may need to be reevaluated.
- The NBS project is not operating independently – it is influenced by various Department initiatives.

Track 1 Activities: General Ledger/Budget



Track 1 Activities: General Ledger/Budget

- NBS General Ledger replaces the CAS as the system of record
- New projects (former CANs) are created
- Budgets are entered based on the new accounting structure

Sample Track 2 Activities: Travel

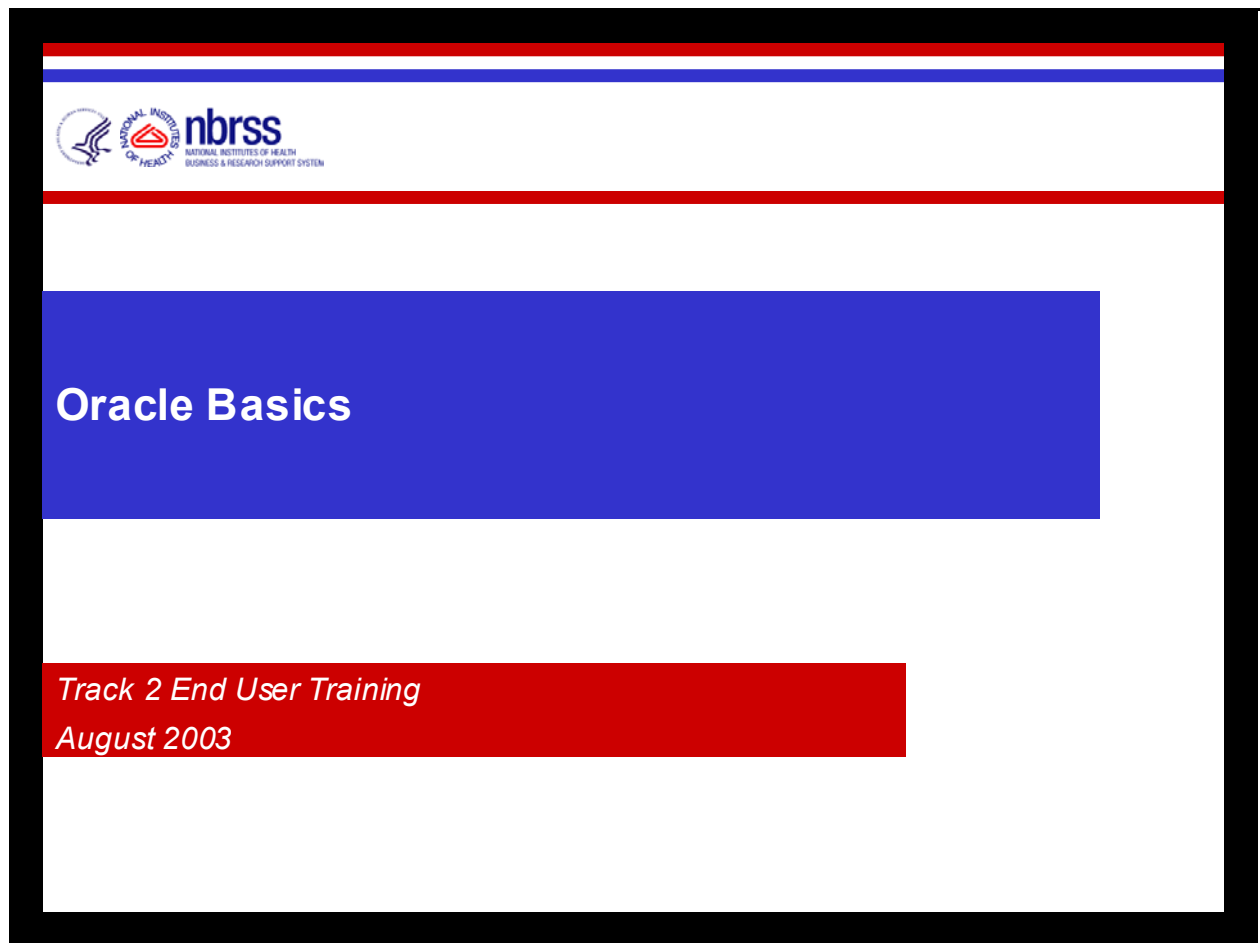


Sample Track 2 Activities: Travel


- **NBS Travel System**
 - Enter, approve, and electronically route travel documents, such as authorizations and vouchers.
- **Accounts Payable**
 - Process payments to travelers and travel management centers for expenses entered in the NBS Travel System
 - Maintain the database of travelers and banking information
- **Accounts Receivable**
 - Establish a list of sponsors that is referenced by the NBS Travel System
 - Track amounts due from and paid by non-federal organizations that sponsor travel
- **Cash Management**
 - Reconcile invoices from TMC files to expenses entered in the NBS Travel System and processed in Accounts Payable
- **General Ledger/Fed Admin**
 - Collect data from all financial subledgers
 - Record in-kind contributes from sponsors
 - Enter manual journal vouchers

Oracle Basics

Chapter 4



The slide features a header with the Nabrass logo and title, a large blue title box, and a red footer box with training details.

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Oracle Basics

Track 2 End User Training
August 2003

Lesson Objectives



Lesson Objectives

In this lesson, you will learn how to:

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- Search for existing records
- Exit Oracle

Accessing the NIH Portal





Accessing the NIH Portal

In this lesson, you will learn how to:

➔ **Access the NIH Portal to log into Oracle**

- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- Search for existing records
- Exit Oracle

Accessing Oracle via the NIH Portal

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Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: <http://my.nih.gov>
 - To Log on use your:
 - NIH Domain
 - User Name
 - Password
 - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357)
- Add the Budget & Finance Community, which is the page where the Oracle application resides
- Select the **NBS Production** link to launch the application.

NBRSS Application Launcher
NBS Finance
▶ [Production](#)
General Ledger, Fed Admin, Projects

Page 3

Logging in to the NIH Portal

The screenshot shows the NIH Login page. At the top left is the NBRSS logo (National Institutes of Health Business & Research Support System). To its right is a blue header bar with the text "Logging in to the NIH Portal". Below the header is a white login form. The form has a title "NIH Login" and a red circle highlighting the login fields. The fields are: "1 Select your domain: NIH" (with a dropdown arrow and a link "Which domain should I select?"), "2 User name: paulsa", and "Password: [masked]" (with a "Change Password" link). Below the fields is a "Log in" button. Under the login fields is a "Warning Notice" section with text about U.S. Government computer system access. At the bottom of the form is a footer with contact information: "Please e-mail questions or comments to tasc@nih.gov or call 301-594-6248". Below the footer are logos for CIT, the National Institutes of Health, and the Department of Health and Human Services. A red bar at the bottom right of the page contains the text "Page 4".

Follow the steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at <http://my.nih.gov>. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357))
- Log onto the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
 - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select?" link for assistance.)
 - Enter your **User Name**.
 - Enter your **Password**.
 - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357)

Adding a Community to your NIH Portal View

The screenshot displays the NIH Portal interface with the following elements and numbered steps:

- Step 1:** Click on the "Communities" tab in the "MY PAGES" section.
- Step 2:** Click on "Edit Your Memberships" under the "Communities" tab.
- Step 3:** Select a community from the "Browse for Communities" list (e.g., "NBRSS BudgetFinance").
- Step 4:** Click "ADD TO MY MEMBERSHIPS >>" next to the selected community.
- Step 5:** Click the "Finish" button to complete the process.

The interface also shows a sidebar with weather information and a main content area with a search bar and a list of community memberships.

What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

1. Click on the “**Communities**” tab and select “**Edit Your Memberships**”.
2. **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
3. Once you locate a community of interest, **select it** by clicking in the box next to the community name.
4. Click “**Add to my Memberships**”. (You may need to select your default community.)
5. Click “**Finish**”. The subscribed community will now appear in the list on your “Communities” Tab every time you access the portal.

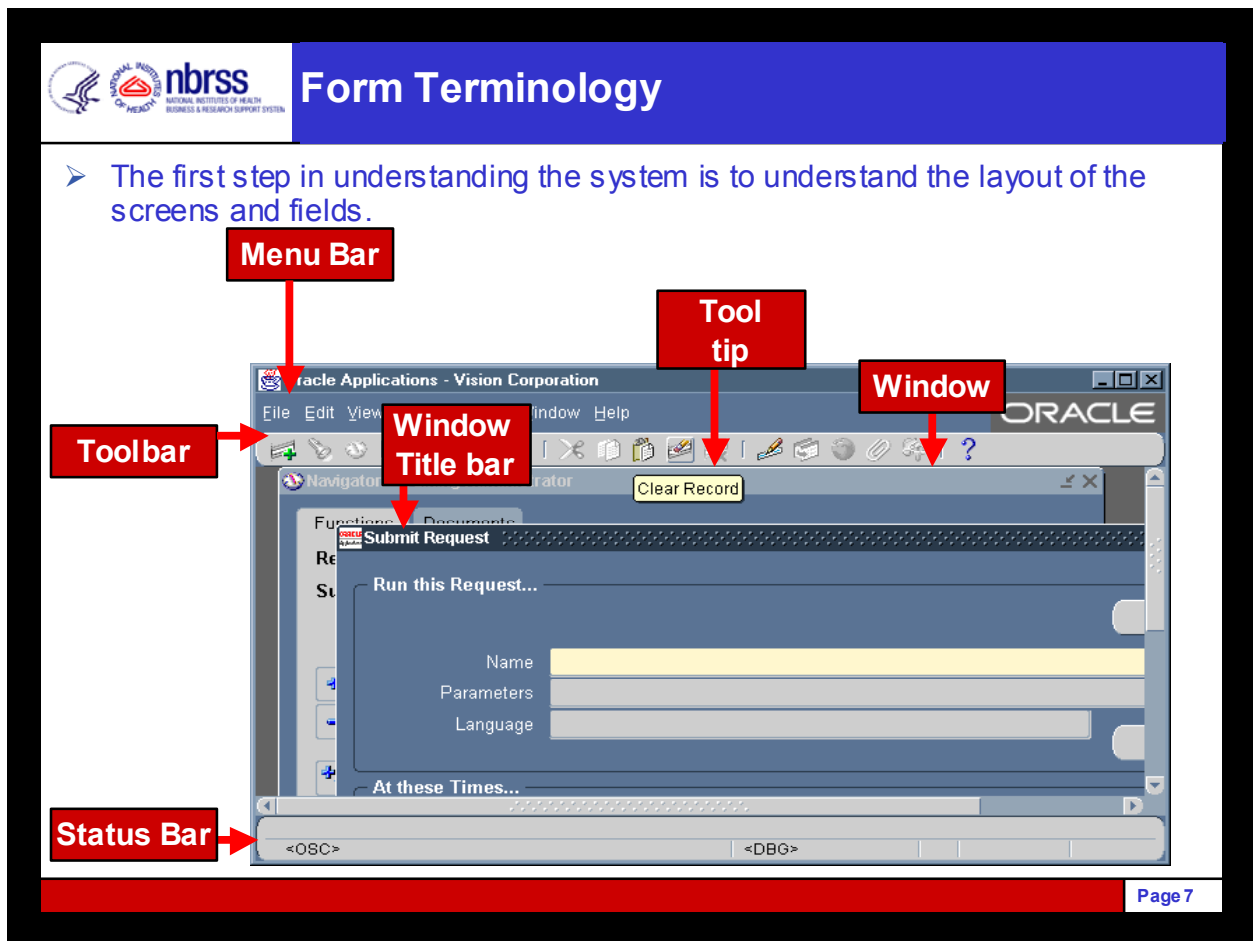


Form Terminology

In this lesson, you will learn how to

- Access the NIH Portal to Log into Oracle
- ➔ **Identify main areas of the Oracle windows**
- Identify important toolbar buttons and menu paths
- Search for existing records
- Exit Oracle

Form Terminology



Form Terminology

Oracle Applications Release 11i works specifically in a Web-enabled environment. It is important to understand the terminology of the components within an Oracle Applications form. Common terms used in Oracle Applications forms are listed below.

Menu bar—Use pull-down menus from this menu bar to navigate or perform actions within a form

Toolbar – Use icons from the bar to navigate or perform actions within a form

Window—An area where the user interacts with an application (Many windows can be open at one time and you can access these “overlapping” windows to perform data entry or data search activities.)

Window title bar—Text in the title bar that indicates the name of the window, and usually, context information pertinent to the information in that window

Tool tip—Iconic bubble help that you can use to determine the function of a button on the toolbar. Appears when cursor is held over the icon.

Status Bar - The status line displays status information and pertinent information for processing your form.

Form Terminology

The screenshot shows a software window titled "nbrss" with a blue header bar. The window contains a form with various fields and buttons. Red boxes with arrows point to specific elements: "Region" points to the top header area; "Region tab" points to the "Periodic" tab; "Field" points to the "On Demand" dropdown menu; and "Button" points to the "Run" button. The form includes fields for "Application", "Description", "Name", "Enabled", "Frequency", "Start Time", "End Date", "Last Checked", and "Check Interval". A large text area contains a SQL query: "SELECT COLUMN_NAME INTO &OUTPUT1 FROM TABLE_NAME". The bottom of the window has a red bar with the text "Page 8".

Form Terminology (continued)

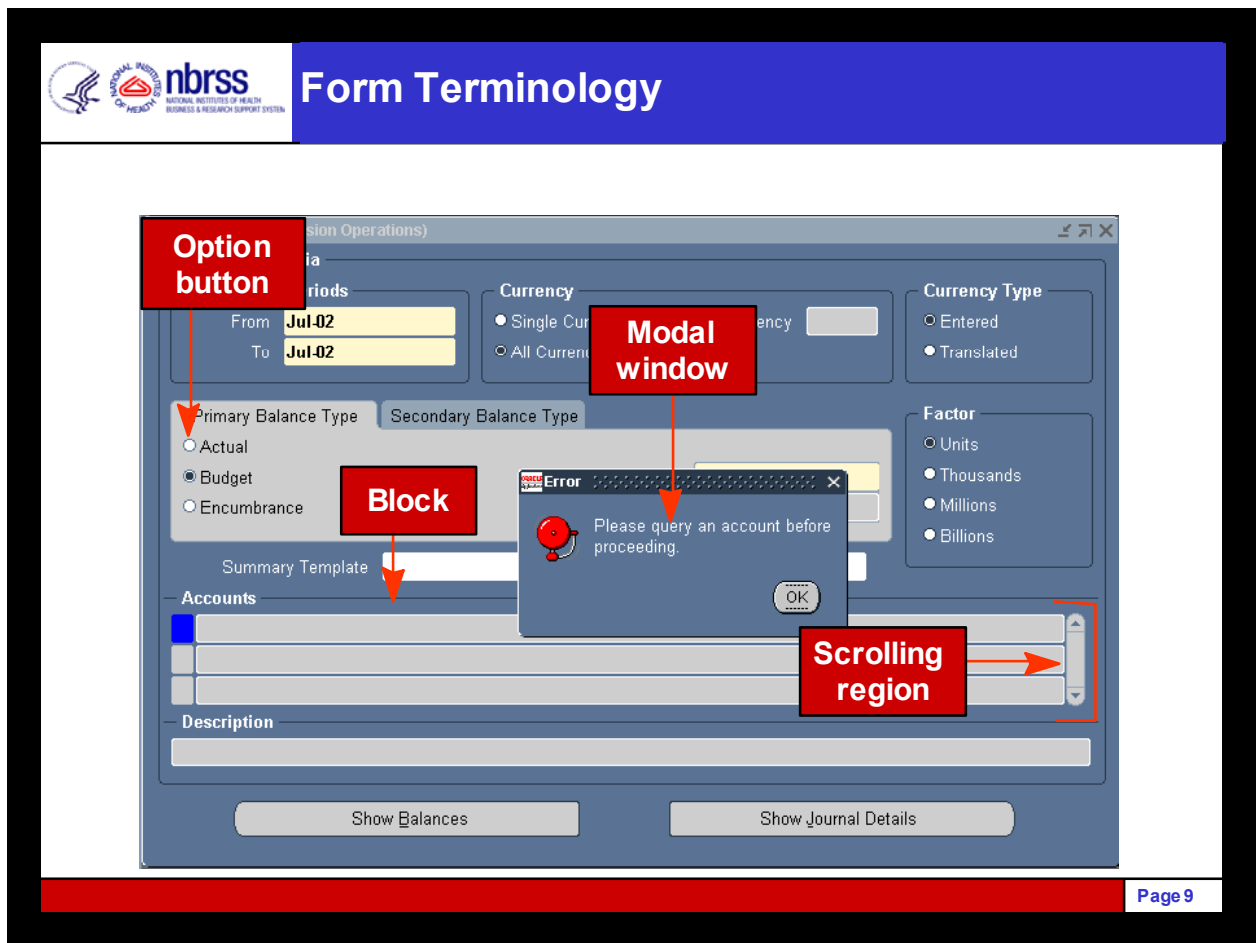
Region—A logical grouping of fields set apart from other fields by a box outline

Region tab—A collection of regions that occupy the same space in a window where only one region can be displayed at a time

Field—An area in a window that displays data or enables you to enter data

Button—A graphic element that initiates a predefined action when you click it

Form Terminology



Form Terminology (continued)


Option button—A button that indicates an individual selection is available within an option group

Modal window—A window that requires you to act on its content *before continuing*

Scrolling region—A region, containing a scroll bar, in which to view other fields

Block—An area of information relative to a specific business function or entity

Field Colors

**Field Colors**

➤ Field colors indicate the attributes of the field.

Field Color	Description
White	Allow data entry
White with Green Text	Indicate drill-down capability
Yellow	Require data entry
Gray with black text	Are display only
Blue	Indicate fields to use in Query-Enter mode

Page 10

What Field Colors Indicate

Each block contains fields you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field or what kind of information you should enter in the field. Fields are color coded to indicate their type as follows:

White Fields—allow data entry

White Fields with Green Text—indicate drill-down capability

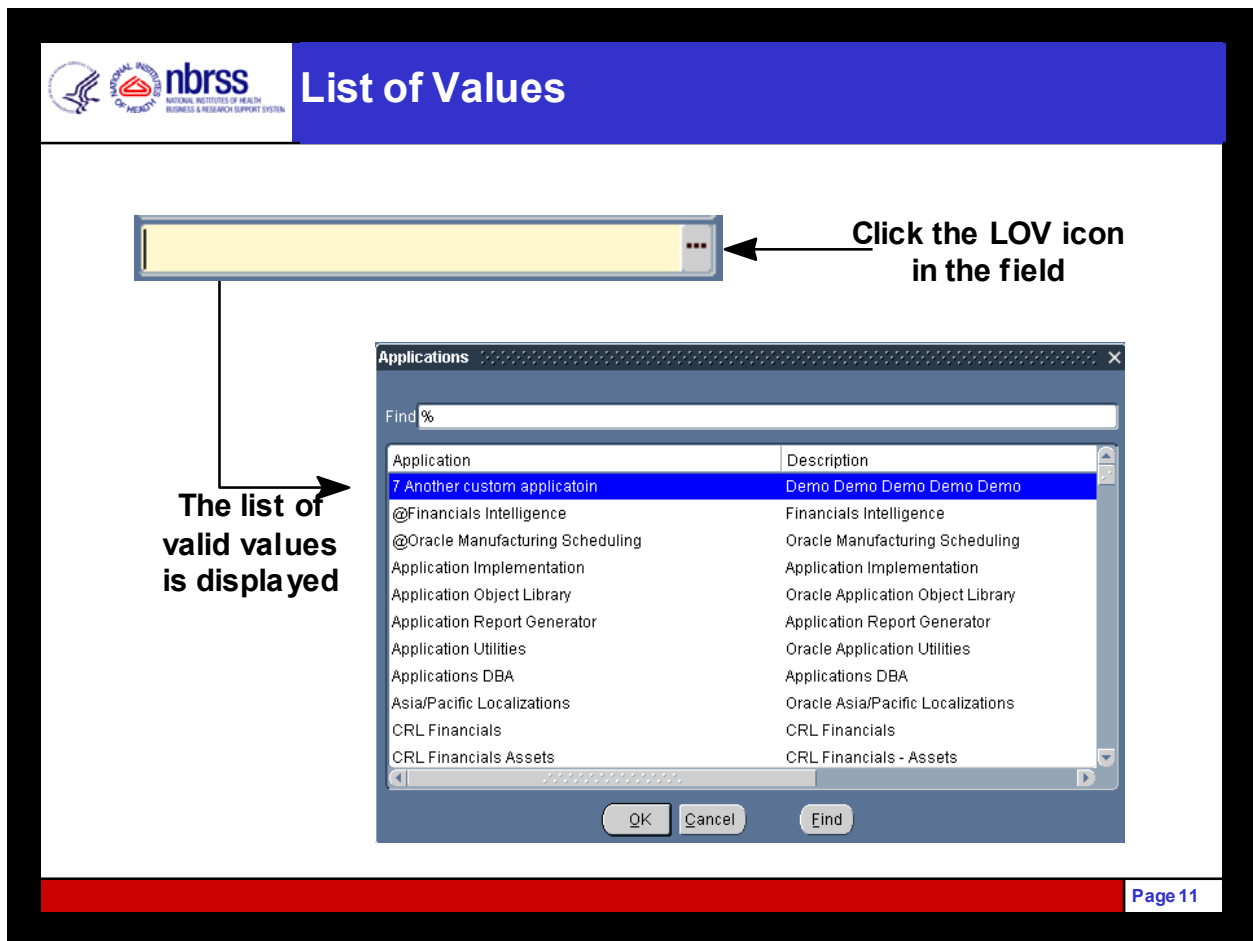
Yellow Fields—require data entry

Gray Fields with Black Text—are display-only

Blue Fields—indicate fields to use in Query-Enter mode

The term field generally refers to a text field, an area in a window that either displays data or allows you to enter data. However, a field can also include a button, check box, option group, or poplist.

List of Values



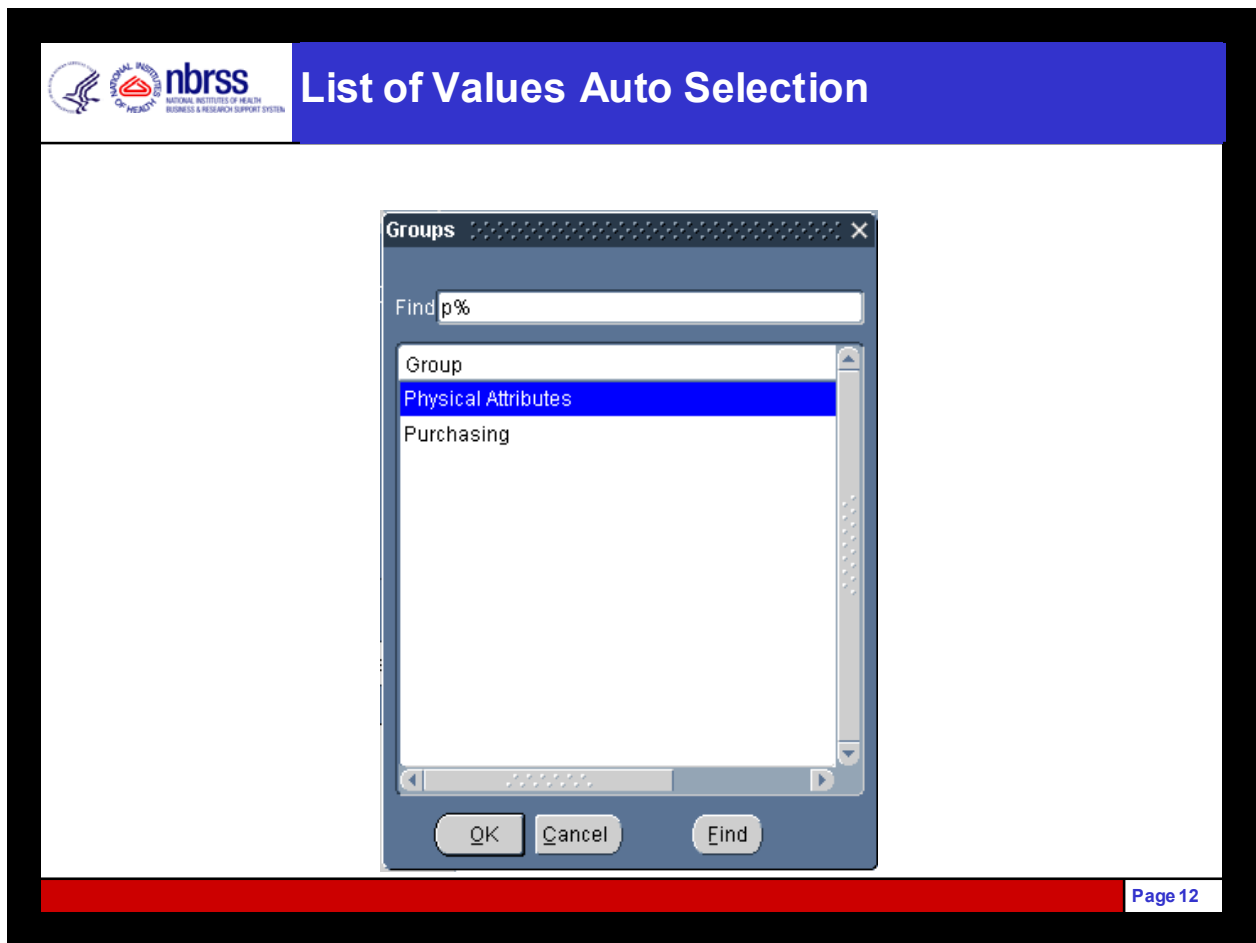
Using the LOV

The List of Values (LOV) feature is very useful while entering data in Oracle Applications. It provides you with a powerful, easy-to-use data entry method that increases your accuracy and productivity. Using the LOV makes data entry an easy task for novice users, and experienced users can enter correct data with a minimum number of keystrokes.

Oracle Applications notifies you when a list of acceptable input values is available for a field by displaying the LOV icon in the field. When you display a list, the values appear in a window with a title that describes the contents.

By using the LOV feature, you can save time and enter data quickly without having to memorize or look up valid data for each field. You can choose data from an online list of valid input choices whenever you want. Additionally, you are relying on Oracle Applications to validate your input since you will know right away if your entry does not match an option from the LOV.

List of Values Auto Selection



AutoSelection

Using the **LOV** feature called AutoSelection you can select a valid name from the list with a single keystroke. When you display the list window, you can type the first character of the name you want in the **Find** field. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

List Search

You can use the AutoReduction feature to reduce a list when you know the first few characters of your name selection. If you do not know the initial characters of your choice, but do know that your choice contains a certain word or set of characters, you can perform a list search to reduce a list.

In the list window, enter any group of characters as search criterion in the Find field and click the Find button. You can use wildcard characters such as the percent sign (%) which represents any number of characters, or an underline (_), which represents a single character in your search criterion.

For example, to reduce a list to only those choices that contain the phrase “schedule,” you would type %schedule% in the Find field and click Find. In any of these list search queries, it does not

matter whether you use uppercase or lowercase letters as the search is not case sensitive. Oracle searches all of the columns in the list.

Long-List Fields



Long-List Fields

If a field has a “long-list”—that is, a list of more than 100 values—when you try to display the LOV, Oracle Applications will display a window where you can enter list reduction criteria.

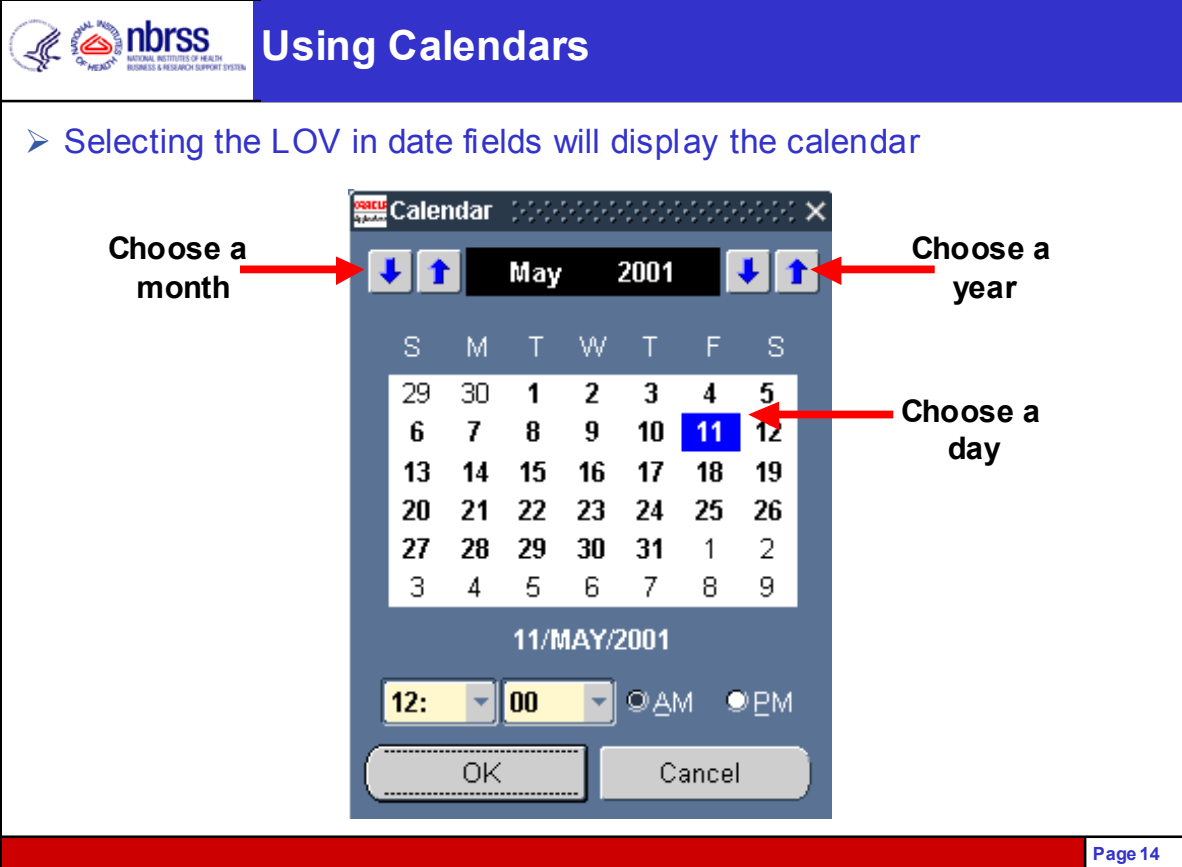
Because it takes less time to display a reduced list than a complete long-list, Oracle Applications prompts you to enter the first few characters that occur in your value of interest to reduce the complete list. However, to view the entire long-list, enter the percent sign (%) at the prompt and all of the values will be displayed.

Note: To avoid excessive network traffic and reduced performance, try to enter specific criteria, other than just a percent sign (%), whenever possible.

Power List

The Power List feature provides an even faster method of data entry. If a field displays a List icon and you know the value you want, simply enter the first few characters of the value in the field and press [Tab]. Power List will complete the entry for you. You can also include wildcard characters with your entry. You do not need to display the list window. If more than one value matches the characters you specify, a list window containing those values is displayed. If no values match the characters you enter, a list window containing all the values appears.

Using Calendars



The screenshot shows the Oracle Calendar window. At the top, there are navigation arrows and the text 'May 2001'. Below this is a calendar grid for May 2001. The date '11' is highlighted in blue. At the bottom, there are time selection fields showing '12:00' and 'AM/PM' radio buttons, along with 'OK' and 'Cancel' buttons. Red arrows point to the navigation arrows with the text 'Choose a month', to the year '2001' with 'Choose a year', and to the highlighted date '11' with 'Choose a day'.

Choose a month

Choose a year

Choose a day

Page 14

Choosing a Date in the Calendar Window



Values in a date field can be typed directly or you can use a calendar to enter a valid value in a date field if the field displays the **LOV** icon. If your date field supports time, you can also use the Calendar window to choose a valid time with the date.

1. Put your cursor in a date field.
2. Click the List icon to display the Calendar window. The date value that appears below the calendar is called the *selected date*, which is either the value already in the field, the default value of the field, or the current system date.
3. Click on a date.

Note: Disabled buttons that show dimmed text represent invalid days, which cannot be chosen. Similarly, if a date field is display only, you can display the Calendar window for the field, but you cannot change the date shown on the calendar.

4. Click OK to accept the selected date and close the window.
5. Click Cancel if you want to close the window without choosing a date.

Application Toolbar

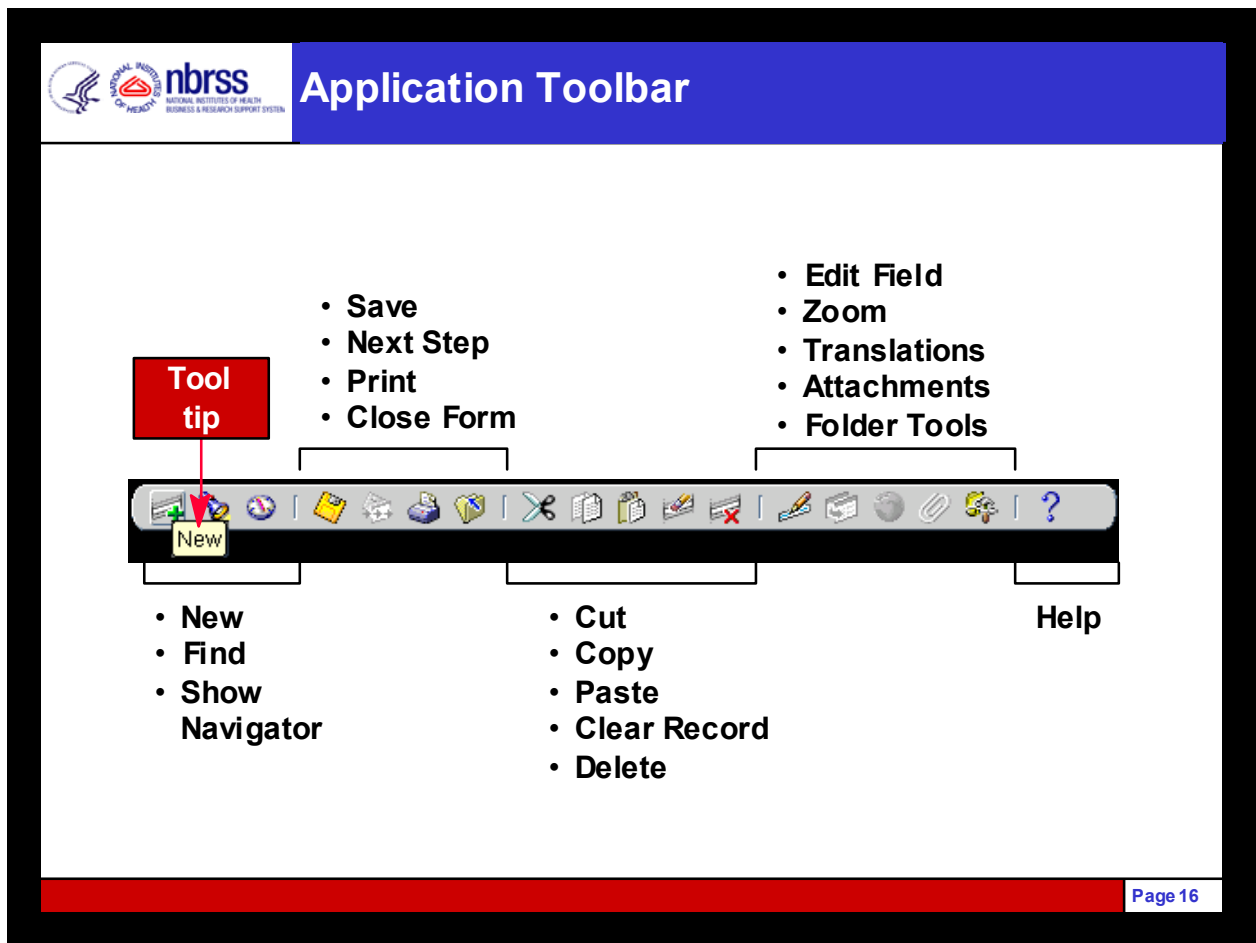
**Application Toolbar**

In this lesson, you will learn how to

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows
- ➔ **Identify important toolbar buttons and menu paths**
- Search for existing records
- Exit Oracle

Page 15

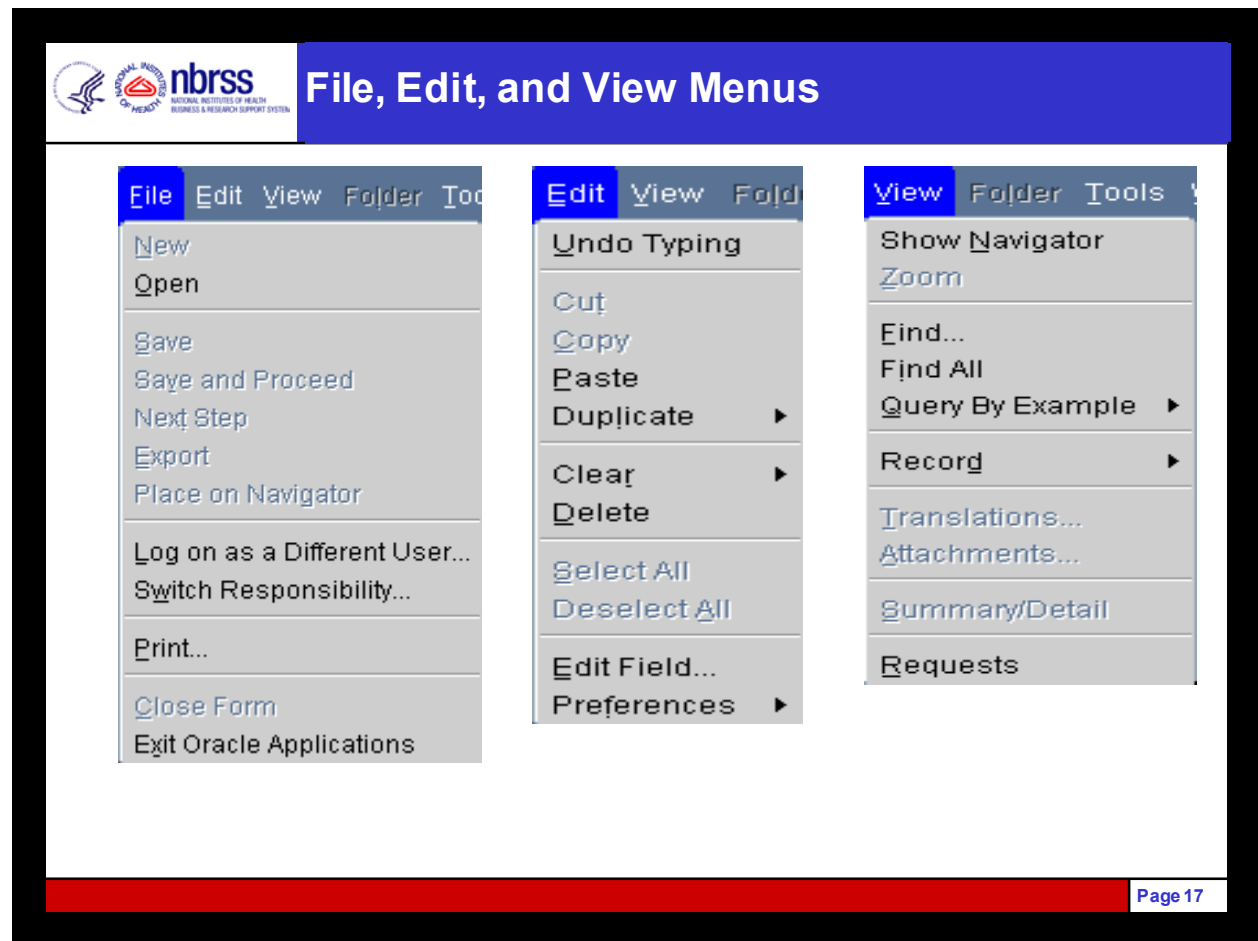
Application Toolbar



Using the Toolbar

The toolbar is a collection of iconic buttons, where each button performs a specific action when you choose it. Each toolbar button replicates a commonly-used menu bar item. Depending on the context of the current field or window, a toolbar button can be enabled or disabled. You can display help or a tool tip for an enabled toolbar button by holding your mouse over the button.

File, Edit, and View Menus



M > File

Save—Saves any pending changes in the active form.

Save and Proceed—Saves any pending changes in the active form and advances to the next record.

Export—Exports information in your current form to a browser.

Switch Responsibility—Allows you to change the responsibility in effect for your current log on.

Print...—Prints your current window.

Close Form—Closes all windows of the current form.

Exit Oracle Applications—Quits Oracle Applications.

M > Edit

Undo Typing—Undoes any typing done in a field before the field is exited and returns the field to the most recent value.

Clear Record—Erases the current record from the window.

Clear

Field—Clears the data from the current field.

Block—Erases all records from the current block.

Form—Erases any pending changes from the current form.

Select All—Selects all records (for blocks with multi-select).

M > View

Show Navigator—Displays the Navigator window.

Find All—Retrieves all records.

Requests—Displays the Request window.

Searching for Existing Records

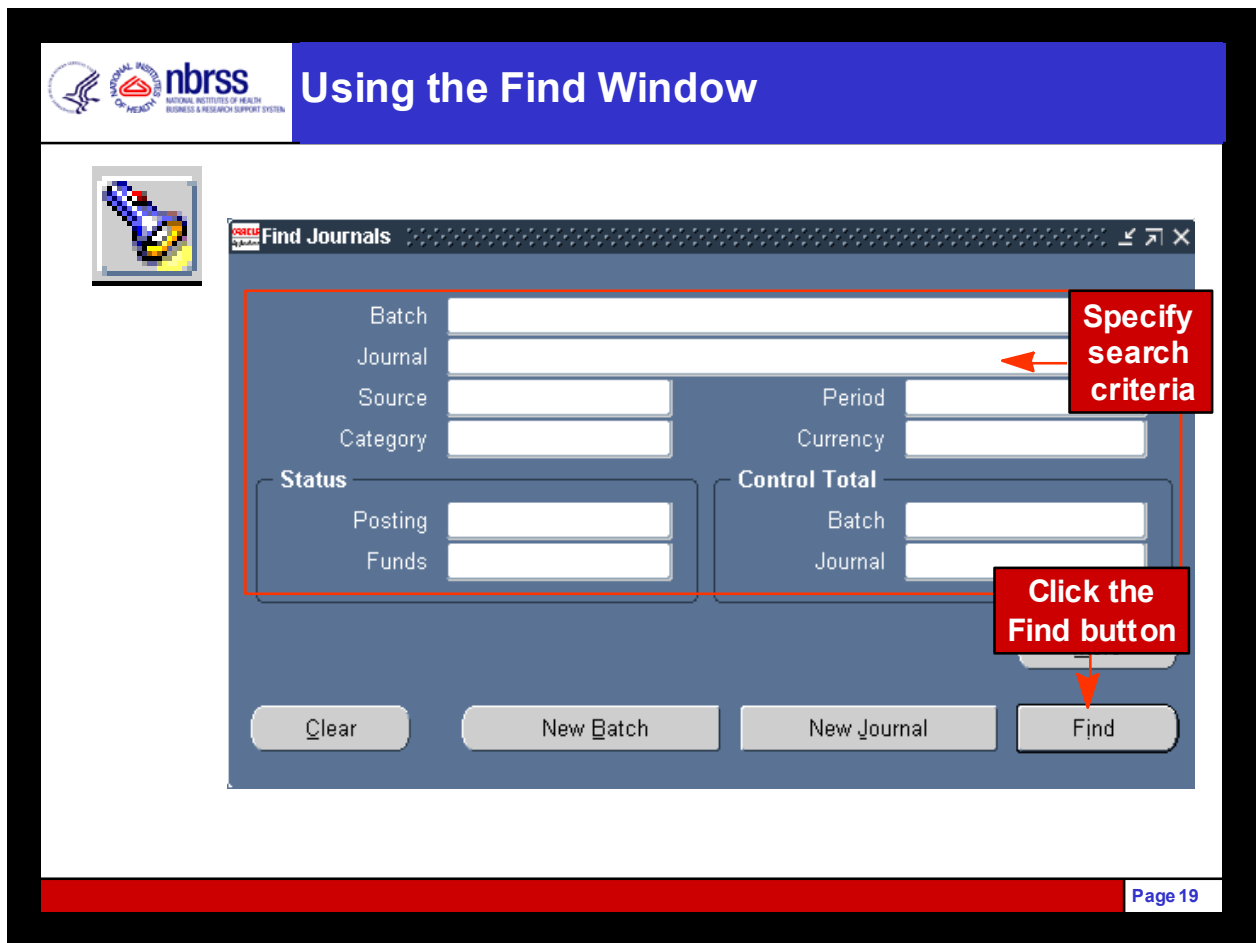


Searching for Existing Records

In this lesson, you will learn how to

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- ➔ **Search for existing records**
- Exit Oracle

Using the Find Window



Using the Find Window

1. (M) View > Find or click the Find icon on the toolbar.
2. Enter your available search criteria in the appropriate fields of the Find window.
If a field does not provide a list of values for you to choose from, you can enter wildcard characters (%) and (_) in the search phrase. You cannot, however, use query operators (such as >, <, and so on) in a Find window.
3. Click the Find button to find any matching records.
4. Click the Clear button to clear the current search criteria from the Find window so you can enter new search criteria.
5. Click the New button to enter a new record in your current block if your search finds no matching records. Not all windows support this.

Query Results

Query Results

Your search results will be displayed on the screen.
Your status bar will indicate the total number of records retrieved.

Enter Person

Name

Last Name: JONES
First: JENNIFER
Middle: A
Title:

Identifier

Employee Number: PP00003659
Social Security: 111-88-7777

Gender

☒ Male ☐ Female ☐ Unknown

Employment Dates

18 JUN 2003

Personal Information

Birth Date:
Email:
Mail: Home
Work Telephone:

Record: 1/1 Enter-Qu... <OSC>

FRM-40301: Query caused no records to be retrieved. Re-enter.

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Reviewing Your Data

After a search, Oracle Applications retrieves any records that matched your search criteria. Always enter the most selective search criteria that you can.

How to Review Retrieved Records


Use the scroll bar or the down arrow on your keyboard to view additional records currently not visible on the screen in a multirecord block.

(M) View > Record First to see the first record.

(M) View > Record Last to see the last record.

Note: Scrolling through records and using the Record Last command uses significant system resources. Avoid this by entering selective search criteria.

Searching for Data Using Query Mode



Searching for Data Using Query Mode

Enter Person

Name

Last Name

First

Middle

Title

Identifier

Employee Number

Social Security

Gender

Male

Female

Unknown

Employment Dates

Birth Date

Mail

Personal Information

Email



Work Telephone

More ...

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1. Select the **F11** key (Fields turn blue)
2. Enter your search criteria, using % wildcard
3. Select the **Ctrl + F11** keys
4. Review the retrieved records

Exiting Oracle

**Exiting Oracle**


In this lesson, you will learn how to

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- Search for existing records

→ Exit Oracle

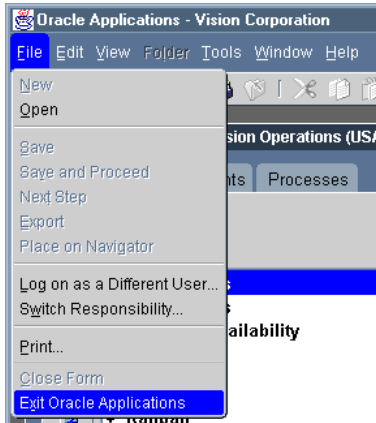
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Logging Out of Oracle



Logging Out of Oracle

- (M) File > Exit Oracle Applications
- Use this method so that your username is cleared from system access.



The screenshot shows the Oracle Applications window titled 'Oracle Applications - Vision Corporation'. The 'File' menu is open, displaying options such as 'New', 'Open', 'Save', 'Save and Proceed', 'Next Step', 'Export', 'Place on Navigator', 'Log on as a Different User...', 'Switch Responsibility...', 'Print...', 'Close Form', and 'Exit Oracle Applications'. The 'Exit Oracle Applications' option is highlighted in blue.

Page 23

Exiting Oracle Applications

(M) File > Exit Oracle Applications, to log off the system. It is important to exit the system in this manner, rather than any other, as this is the only way to ensure that your user name is cleared from system access.

Logging Out of Oracle

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Logging Out of Oracle

Close the Oracle Applications 11i window by selecting the X in the upper right hand corner.



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Lesson Summary



Lesson Summary

In this lesson, you learned how to

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- Search for existing records
- Exit Oracle

Processing Travel-Related Payments

Chapter 5

Processing Travel-Related Payments



Processing Travel-Related Payments

Track 2 End User Training
September 2003

Lesson Objectives

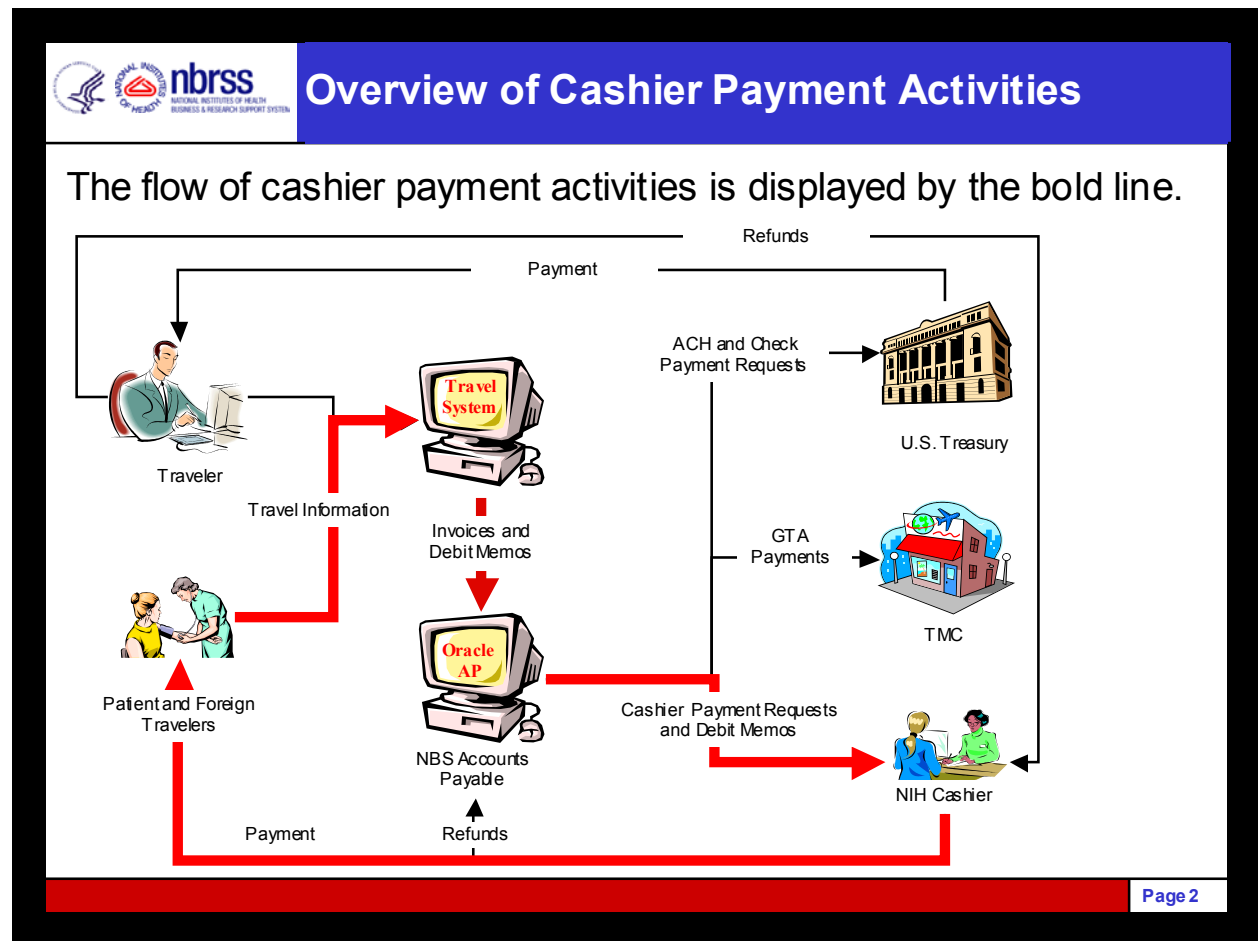


Lesson Objectives

After this lesson you should know how to:

- Process a patient travel payment
- Process other travel-related payments
- Void a payment
- Reconcile cash payments

Overview of Cashier Payment Activities



Cashier payment are recorded in the NBS based upon a valid invoice.

Travel-related invoices are interfaced from the NBS Travel System into the Oracle Accounts Payable Module.



- Patient travel invoices are imported every 30 minutes

Invoices that are intended for cashier payment are one hold. The two holds that indicate a cashier payment are:

- Cashier Payment
- Patient Recorded Pay

The hold ensures that the payment is not included in the treasury payment batches.

Cashier Payments Reference

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Cashier Payments Reference

➤ The Cashier's Office will continue to process payments in the ADB system as well as the NBS.

➤ Follow the chart below to determine in which system a payment should be processed:

Description	Code	System
Patient Travel – starting with TR	08	NBS
Patient Travel – starting with W	08	ADB
Patient Welfare	02	ADB
Patient Funds	01	ADB
Travel Payments – starting with TR	03, 04, 05	NBS
Travel Payments – starting with W	03, 04, 05	ADB
SF44 - Miscellaneous Vendor	06 & 07	ADB

Page 3


Travel-related payments made by the NIH Cashiers are generally limited to a few distinct groups of payees:

- **Patients:** Patients that travel to the Bethesda Clinical Centers are generally reimbursed for travel activities through the Cashier's Office upon presentation of a valid travel voucher.
- **Foreign Travelers:** Payments to foreign travelers may be generated by the Cashier's Office and then express mailed to the traveler. This alternative is available for those individuals that do not have an active U.S. bank account.

In extraordinary circumstances, payments to employees and other NIH-affiliated individuals for travel expenses may be processed from the Cashier's Office. Such payments must first be approved by the OFM Travel Office.

All other payments will continue to be processed through the Cashier's Tracking System within the ADB.

Sample Travel Voucher



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Sample Travel Voucher

**Document
Type**

09/03/03 VOUCHER
PAGE 1 ** Read Privacy Act On Last Page **

1) NAME: WILLIAMS, KRISTINE . EIN: CON-V8-00011

ADDR: 3401 ARDEN CREEK RD
SACRAMENTO, CA 95825

DUTY: TZ: 6
RES: SEC CLR:
HOURS: 8 CARD: CARDHOLDER

2) FROM TO TA NUMBER TA DATE TRIP PURPOSE TRIP TYPE

10/06/2003 10/08/2003 A6 09/01/2003 Patient Travel Patient Tri

3) GTR/TICKET NO VALUE CR CLS DATE FROM TO

TBD 1 602.00

4) ACCT CLASS CODE TRIP 3 TRIP 2 TRIP 1 5) FINANCE OFFICE

1 111551.1.2185 PATIENTS TRANS-BETWEEN NO.1832.5854.5854.103.1 800.50

0/06/2003...PROJECTS

6) NON-REIMBURSABLE EXPENSES 625.50

TOTAL AMOUNT CLAIMED 175.00

ADVANCE OUTSTANDING 0.00

ADVANCE APPLIED 0.00

NET TO TRAVELER (GOVT) 175.00

7) TRAVELER SIGNATURE DATE

8) VOUCHER NO: SCHEDULE NO: CERTIFIED BY: DATE:

9) APPROVED, DATE

10) CASH RECEIPT DATE AMOUNT \$ SIGNATURE

Voucher Number

**Traveler Name
and Address**

**Trip Purpose
& Trip Type**

**Net Due to
Traveler**

Page 4

Travel payments can only be made from the Cashier's Office upon the presentation of an approved travel document.

- Travel Authorizations will support disbursement of emergency advances
- Travel Vouchers will support disbursement of travel expenses

The document header will indicate the type of travel document.

The **Traveler Address** will indicate if it is a foreign traveler

The **Trip Purpose and Trip Type** will indicate if it is a patient trip or other type of trip

The **Net Due to Traveler** will indicate the amount to be reimbursed to the traveler

Travel Document Approvals



Travel Document Approvals

- The last page of the travel document will display the approval status.

09/03/03		DOCUMENT HISTORY		Voucher: TR16V1	
Copyright 1998 Gelco Information Network GSD, Inc.				WILLIAMS, KRIS CON-V0-00011	

STATUS		DATE	TIME	SIGNATURE NAME	
-----		-----		-----	
CREATED		09/01/2003	5:54PM	KATHY CHIACCHIERINI	
APPROVED		09/01/2003	5:55PM	KATHY CHIACCHIERINI	

Processing Patient Travel Payments



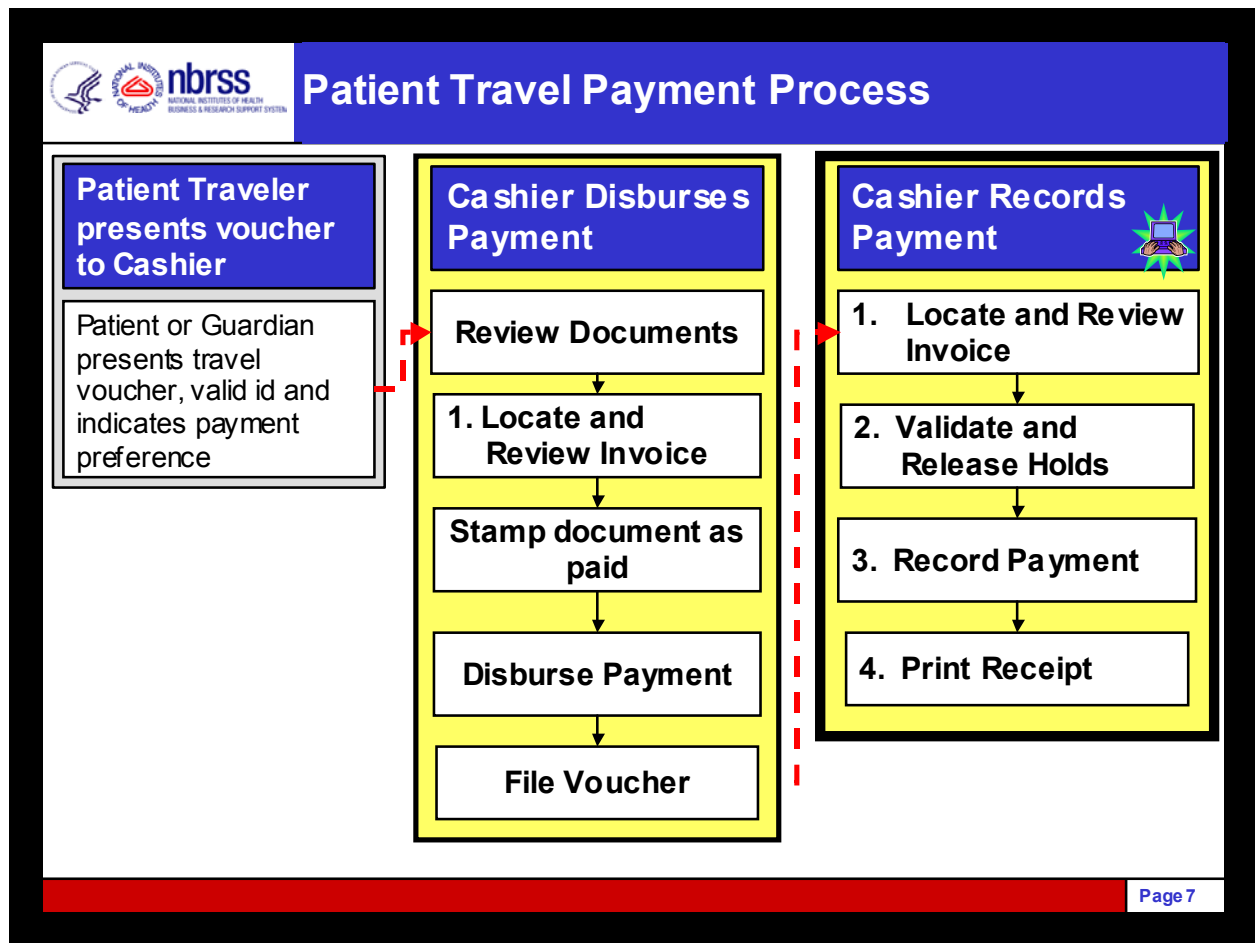
Processing Patient Travel Payments

After this lesson you should know how to:

→ **Process a patient travel payment**


- Process other travel-related payments
- Void a payment
- Reconcile cash payments

Patient Travel Payment Process



The numbered steps indicate action required in the NBS Accounts Payable Module.

Sample Patient Travel Voucher



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Sample Patient Travel Voucher

**Document
Type**

09/03/03 VOUCHER
PAGE 1 ** Read Privacy Act On Last Page **
1) NAME: WILLIAMS, KRISTINE .
ADDR: 3401 ARDEN CREEK RD
SACRAMENTO, CA 95825
DUTY: TZ: 6
RES: SEC CLR:
HOURS: 8 CARD: CARDHOLDER

2) FROM TO TA NUMBER TA DATE TRIP PURPOSE TRIP TYPE
10/06/2003 10/06/2003 A6 09/01/2003 Patient Travel Patient Tri

3) GTR/TICKET NO VALUE CR CLS DATE FROM TO
TRD 1 602.00

4) ACCT CLASS CODE TRIP 3 TRIP 2 TRIP 1 5) FINANCE OFFICE
1 800.50
111361.1.2185 PATIENTS TRANS-BETWEEN NO.1832.5854.5854.103.1
0/06/2003..PROJECTS

6) NON-REIMBURSABLE EXPENSES 625.50
TOTAL AMOUNT CLAIMED 175.00
ADVANCE OUTSTANDING 0.00
ADVANCE APPLIED 0.00

NET TO TRAVELER (GOVT) 175.00

7) TRAVELER SIGNATURE DATE
This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).
9) APPROVED, DATE

8) VOUCHER NO: 10) CASH RECEIPT DATE
CERTIFIED BY: AMOUNT \$
DATE: SIGNATURE

Voucher Number

**Traveler Name
and Address**

**Trip Purpose
& Trip Type**

**Net Due to
Traveler**

Page 8


Patients should be paid based upon an approved travel voucher.

The Trip Purpose and Trip Type indicates that it is a Patient Travel voucher.

The patient should sign the Traveler Signature section.

The travel voucher office should sign the Approved section.

Travel Vouchers and Travel-Related Invoices

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Travel Vouchers and Travel-Related Invoices

Travel Voucher Number = AP Invoice Number

09/03/03 VOUCHER Voucher: TR16V1
PAGE 1 ** Read Privacy Act On Last Page ** TA Num: A6

1) NAME: WILLIAMS, KRISTINE EIN: CON-V0-00011

ADDR: 3401 ARDEN CREEK RD PHONE:
SACRAMENTO, CA 95825 MAIL CD:

DUTY: TZ: 6 TITLE:
RES: SEC CLR:
HOURS: 8 CARD: CARDHOLDER

2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE
10/06/2003	10/08/2003	A6	09/01/2003	Patient Travel	Patient Tri

Travel Voucher Number

AP Invoice Number

Invoices (NIH-OU)

Batch Control Total
Actual Total


Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	KRISTINE V	1042807	TRAVEL	01-SEP-2003	TR16V1	USD	175.1

Page 9

The Invoice Number in Accounts Payable will be the Travel Voucher Number listed on the travel document.

Cashiers should use the Travel Voucher number to locate the invoice in Accounts Payable most effectively.

Locating a Travel-Related Invoice

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Locating a Travel-Related Invoice

Navigate to N > Invoices > Entry > Invoices

1. Locate and Review Invoice

Enter Travel Document Number

Press **FIND**

Find Invoices

Supplier
Name
Site
PO Num
Number
Taxpayer ID
PO Shipment:

Invoice
Number: TR5560V1
Type
Amounts
Dates
Terms:
Pay Group:
Invoice Batch
Currency

Invoice Status
Paid
Accounted
Status

Holds
Status
Name
Reason

Voucher Audit
Category
Name
Numbers

Invoice Template
Number
Period Type

Find

Page 10


When you navigate to the invoices form, the **Find Invoices** window automatically is displayed.

Enter the travel document number in the **Invoice Number** field.

Select the **Find** button.

Result: The **Invoices** window will display the invoice.

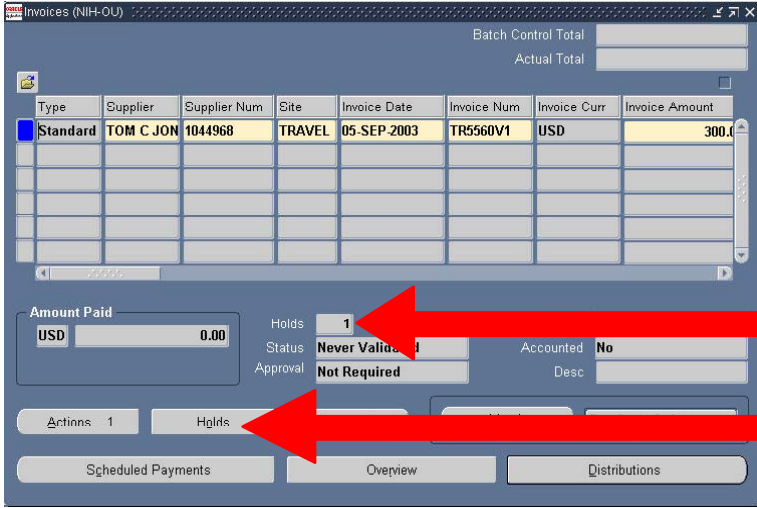
Travel-Related Invoice

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Travel-Related Invoice

- Search results are displayed in the **Invoices** window.
- Invoices designated for cashier pickup are on hold.
- Select the **Holds** button to view the type of hold.

1. Locate and Review Invoice



Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	TOM C JON	1044968	TRAVEL	05-SEP-2003	TR5560V1	USD	300.00

Amount Paid: USD 0.00

Holds: 1

Status: Never Validated

Approval: Not Required

Accounted: No

Desc:

Actions: 1 Holds

Scheduled Payments Overview Distributions


Hold Indicator

Select Holds to view hold type

Page 11

Invoices to be paid by the Cashier's Office will always be on-hold.

Patient Travel Invoice

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Patient Travel Invoice

The type of hold should be **Patient Recorded Pay**

1. Locate and Review Invoice

Invoices (NIH-OU)

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	TOM C JON	1044968	TRAVEL	05-SEP-2003	TR5560V1	USD	300.1

Invoice Holds (NIH-OU) - TR5560V1, TOM C JONES.CONV002172

Hold Name	Hold Reason	Release Name	Release Reason
PATIENT RECORDED PAY	AWAITING CASHIER PICKUP		

Amount Paid
USD

Actions
Sg

Purchase Order
Number
Release
Line
Ship To

Receipt
Number
Line
Date

Current Record
Hold Date: 05-SEP-2003
Held By: SIRONJ_NIH
Release Date
Released By

Scheduled PaymentsView PORelease... 1

Page 12

Patient Travel Invoice



Patient Travel Invoice

Payment Method should be **Check**, regardless of whether the patient will receive cash or third party draft

1. Locate and Review Invoice

Invoices (NIH-OU) - TM090103216REGINV

Batch Control Total 3600
Actual Total 3600

NBS


Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Payment
Standard	BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5512	USD	100.00	Check

Amount Paid USD 0.00
Holds 1
Status Needs Revalidation
Approval Not Required
Distribution Total 100.00
Accounted Yes
Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

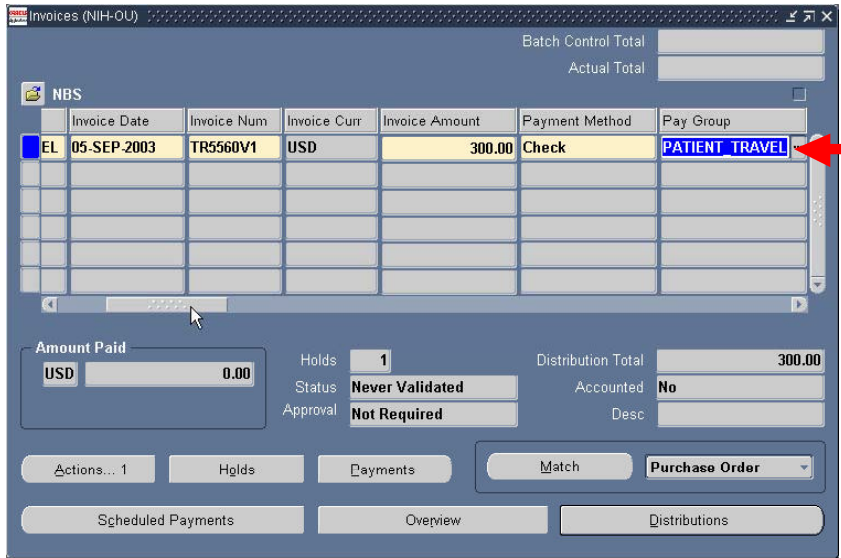
Update Pay Group

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Update Pay Group

Review the Pay Group field. It must read **Patient Travel**

1. Locate and Review Invoice



Batch Control Total
Actual Total

	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Payment Method	Pay Group
EL	05-SEP-2003	TR5560V1	USD	300.00	Check	PATIENT TRAVEL

Amount Paid: USD 0.00
Holds: 1
Status: Never Validated
Approval: Not Required
Distribution Total: 300.00
Accounted: No
Desc:

Actions... 1 Hglds Payments Match Purchase Order


Scheduled Payments Overview Distributions

Patient Travel Pay Group

Page 14

Important: For patient travel payments, the **Pay Group** must be Patient Travel. If not, the cash reconciliation will be out of balance.

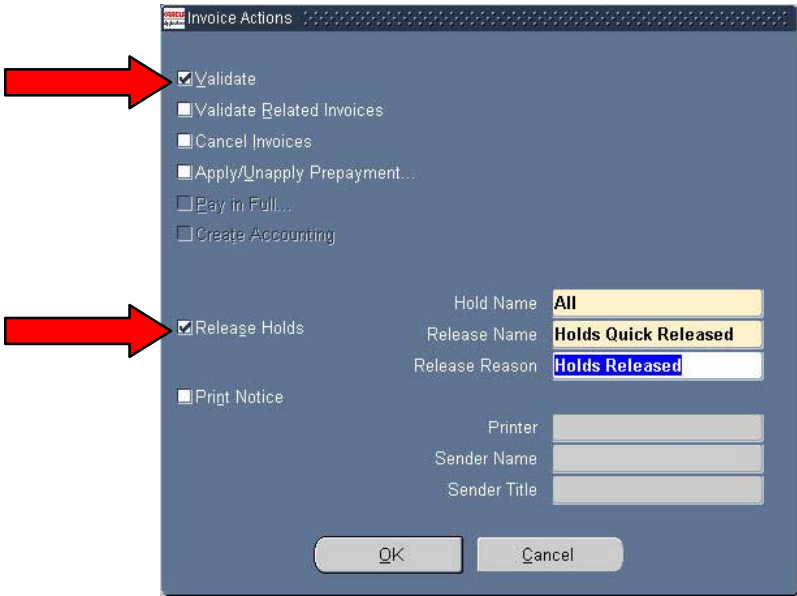
Validating the Invoice and Releasing the Hold

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Validating the Invoice and Releasing the Hold

➤ Both functions are done simultaneously through the **Actions** button.

2. Validate and Release Holds



When select the **OK** button in the **Invoice Actions** window, the invoice will be validated, the holds released, and you are returned to the **Invoices** window.

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Validating the Invoice and Releasing the Hold



Validating the Invoice and Releasing the Hold

Once the invoice is released from its hold and validated, the invoice will be ready for payment.

2. Validate and Release Holds

Hold
Released

The screenshot shows the 'Invoices (NIH-OU)' window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below this is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted in yellow and contains the following data: Standard, TOM C JON, 1044968, TRAVEL, 05-SEP-2003, TR5560V1, USD, and 300.00. Below the table, there are fields for 'Amount Paid', 'Holds' (0), 'Status' (Validated), 'Approval' (Not Required), 'Distribution Total' (300.00), 'Accounted' (No), and 'Desc'. At the bottom, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Purchase Order', 'Scheduled Payments', 'Overview', and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	TOM C JON	1044968	TRAVEL	05-SEP-2003	TR5560V1	USD	300.00

Amount Paid: Holds: 0 Status: Validated Approval: Not Required Distribution Total: 300.00 Accounted: No Desc:

Actions... 1 Holds Payments Match Purchase Order Scheduled Payments Overview Distributions

Recording a Payment



Recording a Payment

- Recording a payment in Oracle indicates that the payment was made from a separate system.
- For Patient Travel, the payment will be made from either the imprest funds or the CDWS.
- To record payment, simply click on the **Actions** button and select **Pay in Full**.

3. Record Payment

Invoice Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☒ Pay in Full...
- ☐ Create Accounting
- ☐ Release Holds
- ☐ Print Notice

Hold Name

Release Name

Release Reason


Printer

Sender Name

Sender Title

OK Cancel

Payments Window

**Payments Window**

You will record the payment in the **Payments** window.

3. Record Payment

Enter Transaction Events

Form Activity: **Payments**

Transaction Event: **AP PAYMENTS**

Transaction Code: **B110**

☐ Do not display this window again

OK Cancel

Payments (NIH-OU) - Pay In Full

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Manual	MAIN DISBURSE	CASH.ND	60006	05-SEP-2003	300.00	USD

Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

Page 18


Enter the appropriate payment information and save the record.

The first window that will appear is the **Enhanced Transaction Events** window.

- For patient travel vouchers, the correct transaction event is **B110**.

After select the transaction event, you will enter the payment information and save the record.

Printing the Receipt

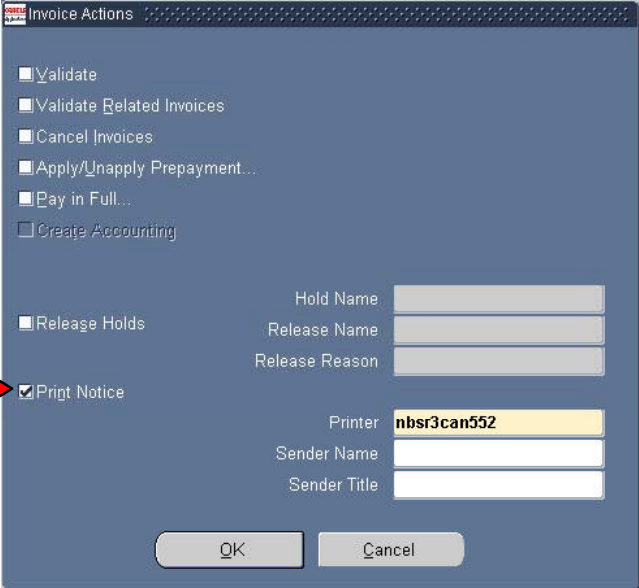
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Printing the Receipt

The final step is to print the receipt from the Invoices window.

- Close the payment window.
- Select the **Actions** button in the **Invoices** window.
- Select **Print Notice**
- Select the printer.
- Click **OK**.

4. Print Receipt



Invoice Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting
- ☐ Release Holds
- ☒ Print Notice

Hold Name

Release Name

Release Reason

Printer **nbsr3can552**

Sender Name

Sender Title

OK Cancel

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Recording Patient Travel Payments

Purpose

The purpose of this document is to describe how to process patient travel payments from the cashier's office.

NIH Payables Cashier Office User

N > Invoices > Entry > Invoices

Find Invoices

The screenshot shows the 'Find Invoices' window with the following fields and sections:

- Supplier:** Name, Site, PO Num, Number, Taxpayer ID, PO Shipment.
- Invoice:** Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status.
- Voucher Audit:** Category, Name, Numbers.
- Holds:** Status, Name, Reason.
- Invoice Template:** Number, Period Type.
- Buttons:** Calculate Balance Owed..., Clear, New, Find.

1. Enter the travel document number in the **Invoice: Number** field and select the **Find** button.

Result: The invoices matching your search criteria are displayed in the **Invoices** window.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00

Amount Paid USD 0.00

Holds 1

Status Never Validated

Approval Not Required

Distribution Total 292.00

Accounted No

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

2. Use the horizontal scroll bar to view the invoice information.
 - Ensure that the **Payment Method** field displays Check.
 - Ensure that the **Pay Group** field displays Patient Travel.
3. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

Hold Name

Release Name

Release Reason

☐ Print Notice

Printer

Sender Name

Sender Title

OK Cancel

4. Select the **Release Holds** checkbox.

Result: All is displayed in the **Hold Name** field.

5. In the **Release Name** field, use the **LOV** to populate this field.

Result: The **Release Reason** defaults.

Example: Below is a sample completed **Invoice Actions** window.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☒ Release Holds

☐ Print Notice

Hold Name: All

Release Name: Holds Quick Released

Release Reason: Holds Released

Printer:

Sender Name:

Sender Title:

OK Cancel

6. Select the **OK** button.

Result: The **Invoices** window is displayed without the hold.

INVOICES (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00

Amount Paid **USD** **0.00**

Holds **0**

Status **Never Validated**

Approval **Not Required**

Distribution Total **292.00**

Accounted **No**

Desc

Actions... 1 Holds Payments Match **Purchase Order**

Scheduled Payments Overview Distributions

7. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed

Invoice Actions

☒ **Validate**

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

Hold Name

Release Name

Release Reason

☐ Print Notice

Printer

Sender Name

Sender Title

8. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

Invoice Actions

☒ **Validate**

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK **Cancel**

9. Select **OK**.

Result: You are returned to the **Invoices** window and the status is **Validated**.

INREC Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00

Amount Paid USD 0.00

Holds 0

Status Validated

Approval Not Required

Distribution Total 292.00

Accounted No

Desc

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

10. Select the **Actions** button.

Result: The **Invoice Actions** window is displayed.

Invoice Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting

☐ Release Holds

Hold Name

Release Name

Release Reason

☐ Print Notice

Printer

Sender Name

Sender Title

11. Enable the **Pay in Full** checkbox and select **OK**.

Result: The **Enter Transactions Events** window for the Payment workbench is displayed.

Enter Transaction Events

Form Activity **Payments**

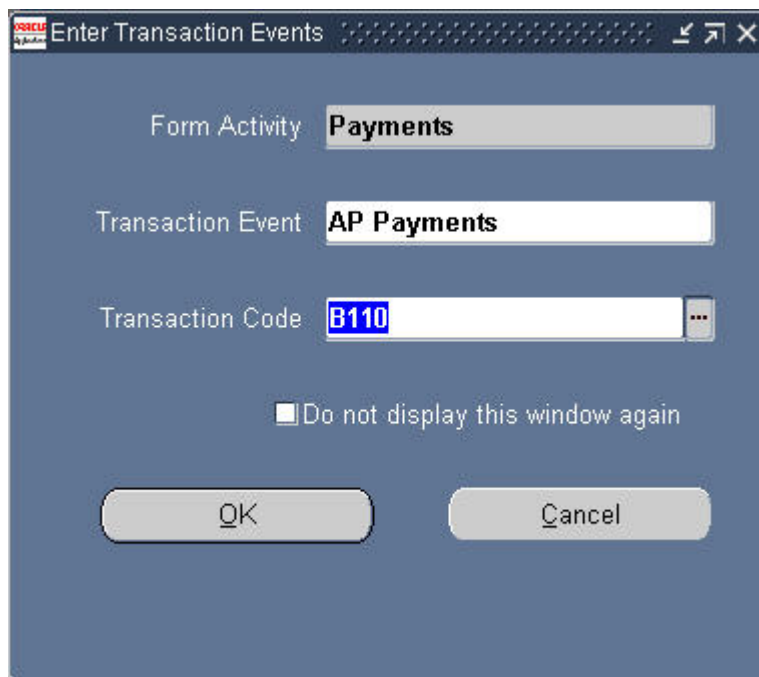
Transaction Event

Transaction Code

☐ Do not display this window again

12. In the **Transaction Event** field, use the **LOV** to select **AP Payments**.

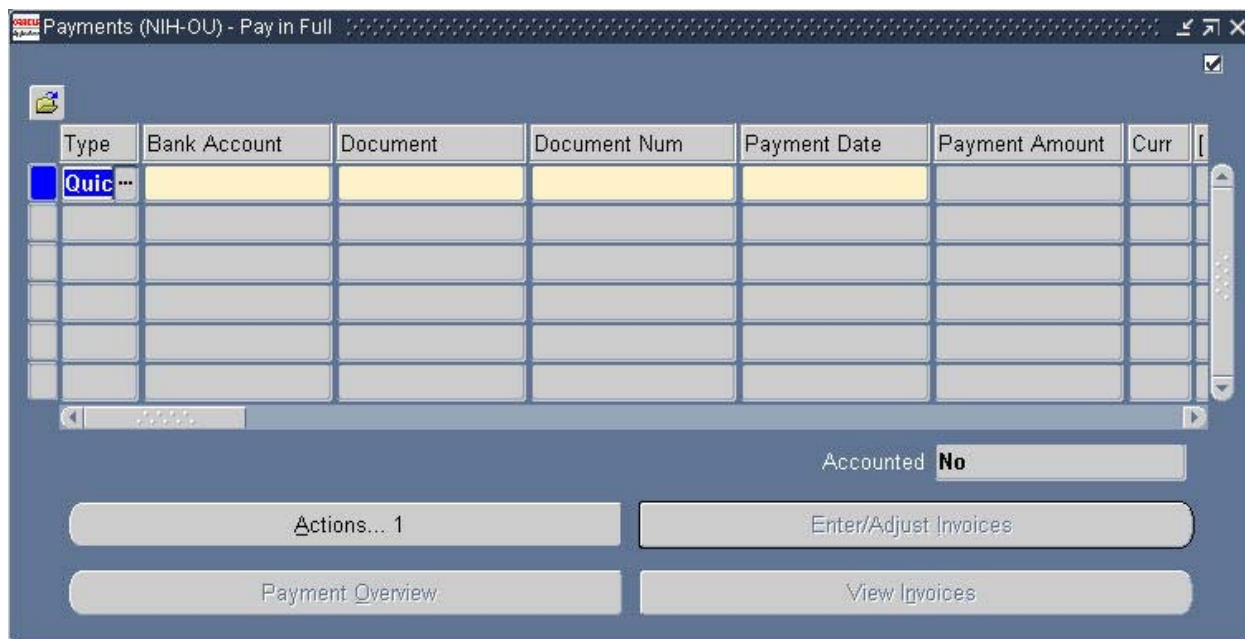
Result: The **Transaction Code** field is populated with **B110**.



The screenshot shows a dialog box titled "Enter Transaction Events". It contains three fields: "Form Activity" with the value "Payments", "Transaction Event" with the value "AP Payments", and "Transaction Code" with the value "B110". Below these fields is a checkbox labeled "Do not display this window again" which is currently unchecked. At the bottom are two buttons: "OK" and "Cancel".

13. Select the **OK** button.

Result: The **Payments - Pay in Full** window is displayed.



The screenshot shows a window titled "Payments (NIH-OU) - Pay in Full". It features a table with the following columns: Type, Bank Account, Document, Document Num, Payment Date, Payment Amount, and Curr. The first row is highlighted in blue and contains the text "Quic...". Below the table is a section with the label "Accounted" and the value "No". At the bottom are four buttons: "Actions... 1", "Enter/Adjust Invoices", "Payment Overview", and "View Invoices".

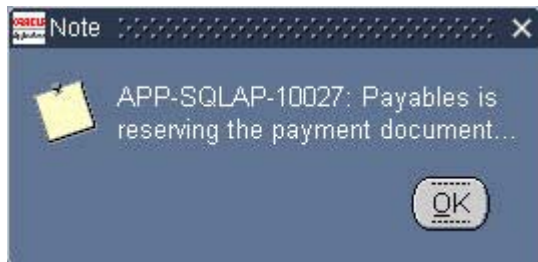
14. In the **Type** field, use the **LOV** to select **Manual**.

15. Tab to the **Bank Account** field and select **Main Disbursement** from the **LOV**.

16. Tab to the **Document** field and select the appropriate document type from the **LOV**.

Note: Select the appropriate document type with your initials, such as cash or check. If the incorrect type is selected, your cash reconciliation will be affected.

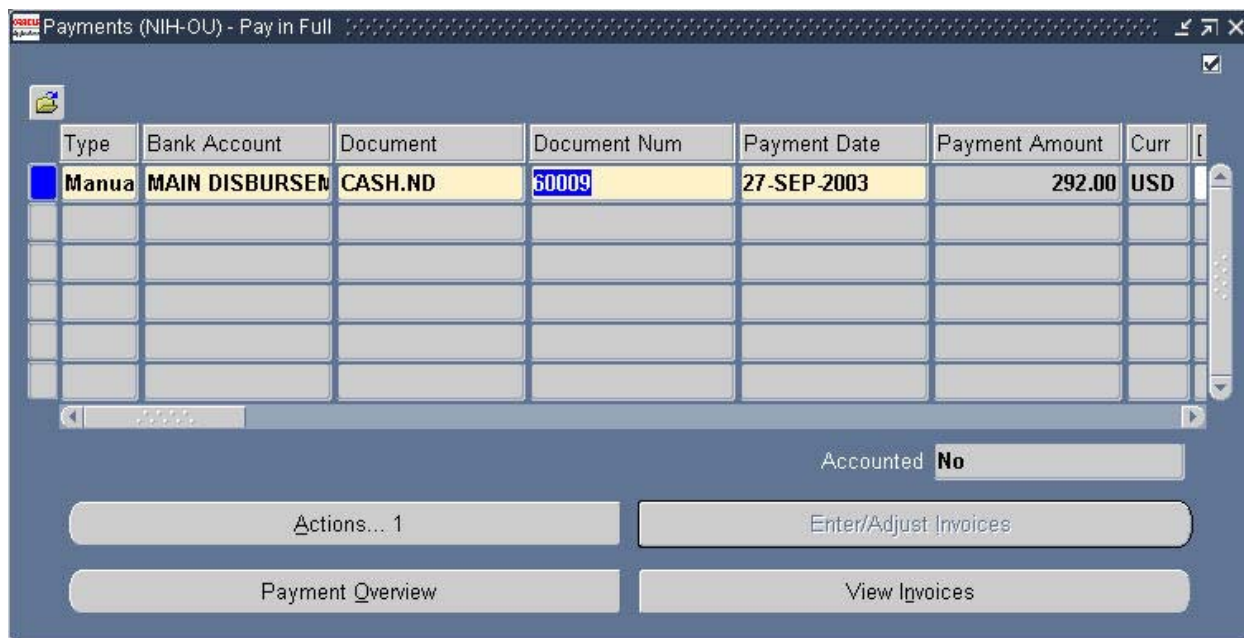
Result: A note will appear indicating that payables is reserving the payment document.



17. Select the **OK** button.

18. Save the record by using the **Save**  button on the application toolbar.

Example: Below is a sample completed payment.



Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Manua	MAIN DISBURSEM	CASH.ND	60009	27-SEP-2003	292.00	USD

Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

19. Close the **Payments** window.

Result: You are returned to the **Invoices** window.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00

Amount Paid USD 0.00

Holds 0

Status Validated

Approval Not Required


Distribution Total 292.00

Accounted No

Desc

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

20. Select the **Find**  button on the application toolbar.

Result: The **Find Invoices** window is displayed with the current invoice number in the appropriate field.

Find Invoices

Supplier Name <input type="text"/> ... Site <input type="text"/> PO Num <input type="text"/>		Number <input type="text"/> Taxpayer ID <input type="text"/> PO Shipment: <input type="text"/>
Invoice Number <input type="text" value="TR1341V1"/> Type <input type="text"/> Amounts <input type="text"/> - <input type="text"/> Dates <input type="text"/> - <input type="text"/>		Terms: <input type="text"/> Pay Group: <input type="text"/> Invoice Batch <input type="text"/> Currency <input type="text"/>
Invoice Status Paid <input type="text"/> Accounted <input type="text"/> Status <input type="text"/>		Holds Status <input type="text"/> Name <input type="text"/> Reason <input type="text"/>
Voucher Audit Category <input type="text"/> Name <input type="text"/> Numbers <input type="text"/> - <input type="text"/>		Invoice Template Number <input type="text"/> Period Type <input type="text"/>

21. Select the **Find** button.

Result: The **Invoices** window is displayed indicating the amount that has been paid.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Amount Paid:

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

22. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed.

23. Enable the **Print Notice** checkbox

24. In the **Printer** field, use the **LOV** to identify the correct printer.

Example: Below is a sample completed **Invoice Actions** window.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☒ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

25. Select the **OK** button.


Result: A Note appears with your concurrent request ID



26. Select the **OK** button.


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 1: Processing Patient Travel Payments

Processing Other Travel Payments



Processing Other Travel Payments

After this lesson you should know how to:

- Process a patient travel payment
- ➔ **Process other travel-related payments**
- Void a payment
- Reconcile cash payments

Other Travel Payments Paid through Cashier's Office



Other Travel Payments Paid through Cashier's Office

Other types of travel payments paid through the Cashier's Office include:

➤ Payments to foreign travelers

- Travel planner submits a certified travel document to the cashier
- Cashier's Office generates a third-party draft and records it in the NBS
- Travel planner express mails the payment to the foreign traveler

➤ Emergency travel advances to NIH employees

- Traveler requests emergency advance from OFM Travel Office
- OFM Travel Office ensures the payment hasn't already been processed and places it on Cashier Payment hold
- Traveler presents approved *travel authorization* to the cashier
- Cashier's Office generates a third-party draft and records the payment in the NBS

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Sample Travel Authorization with Advance

**Document
Type**

```

=====
PAGE 1 ** Read Privacy Act On Last Page **   DOC NO: TRG-1
AUTHORIZATION                                TA NUM: A3
1) NAME: EISSO, WILLIAM ..
=====
ADDR: ADDRESS NOT AVAILABLE                PHONE:
RES:                                         MAIL CD:
DUTY:                                         ORG:  HHSMD00000C
TZ: 6                                         TITLE:
SEC CLR:                                     CARD:  CARDHOLDER
=====
2) TA NUM:  A3                               DATE: 09/01/2003   TYPE: SINGLE TRIP
=====
3) TRAVEL PURPOSE:  Domestic Travel
=====
4) GENERAL ITINERARY
=====
DATE      TIME    DEPARTED/ARRIVED LOCATIONS    PER DIEM RATE
-----
10/11/2003      D-
10/11/2003      A-BOSTON,MA                192/50
10/14/2003      D-BOSTON,MA
10/14/2003      A
=====
5) OTHER AUTHORIZATIONS
OTHER PRIVATELY-OWNED VEHICLE
CONFERENCE ALLOWANCE(1)
TRAVEL CASH ADVANCE
MEALS PROVIDED(2)
REGISTRATION FEES(3)
=====
6)          EST COST      ADV AMT
LODGING-O          600.00          0.00
M&IB-O             149.00          0.00
MILEAGE             324.00          0.00
PHONE-O             20.00          0.00
REG FEES-          175.00          0.00
TRANSPORT           70.00          0.00
=====
TOTAL             1338.00          0.00
ADVANCE AUTHORIZED          600.00
=====

```

Document No


**Traveler
Name and
Address**

**Trip Purpose
& Trip Type**

**Authorized
Advance**

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Travel Advances and AP Prepayments

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Travel Advances and AP Prepayments

Travel Authorization Number = AP Prepayment Number - AD

09/03/03 AUTHORIZATION DOC NO: TR6-1
PAGE 1 ** Read Privacy Act On Last Page ** TA NUM: A3
1) NAME: RISSO, WILLIAM EIM: 001-14-15067
ADDR: ADDRESS NOT AVAILABLE PHONE:
MAIL CD:
ORG: H1AM000000C
DUTY: TZ: 6 TITLE:
RES: SEC CLR:
HOURS: 8 CARD: CARDHOLDER

Travel Authorization Number

AP Prepayment Number

Invoices (NIH-OU)


Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Prepayment	WILLIAM R	1023022	TRAVEL	01-OCT-2003	TR6-AD	USD	600.0

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The Invoice Number in Accounts Payable will be the base document number listed on the travel document plus - AD

Cashier's should use the Travel Document number to locate the invoice in Accounts Payable most effectively



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Sample Foreign Travel Voucher

09/03/03		VOUCHER		JOURNALS: 101/1/1	
PAGE 1 ** Read Privacy Act On Last Page **		TA Num:		A7	
1) NAME: ZEMB, THOMAS		RIN:		801-13-68613	
ADDR: SERVICE DE CHIMIE MOLECULA GIP-SUR-YVETTE CEDEX		PHONE:		HNT4Q20000C	
DUTY:		MAIL CD:		TITLE:	
RES:		ORG:		SEC CLR:	
HOURS: 8		TZ: 6		CARD: CARDHOLDER	
2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE
10/17/2003	10/20/2003	A7	09/01/2003	Domestic Travel	SINGLE TRIP
3) GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM TO
TBD 1	1015.00				
4) ACCT CLASS CODE	TRIP 3	TRIP 2	TRIP 1	5) FINANCE OFFICE	
1			1413.50		
114452.1.2131 PROGRAM-DOMESTIC.1832.14159.14159.103.10/17/20					
03...PROJECTS					
6) BENEFIT/REIMBURSABLE EXPENSE				1,038.50	
TOTAL AMOUNT CLAIMED				375.00	
ADVANCE OUTSTANDING				0.00	
ADVANCE APPLIED				0.00	
NET TO TRAVELER (GOVT)				375.00	

Document Type


Traveler Name and Address

Trip Purpose & Trip Type

Net Due to Traveler

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Travel Vouchers and Travel-Related Invoices

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Travel Vouchers and Travel-Related Invoices

Travel Voucher Number = AP Invoice Number

09/03/03 VOUCHER Voucher: TR16V1
PAGE 1 ** Read Privacy Act On Last Page ** TA Num: A6

1) NAME: WILLIAMS, KRISTINE EIN: CON-V0-00011

ADDR: 3401 ARDEN CREEK RD PHONE:
SACRAMENTO, CA 95825 MAIL CD:

DUTY: TZ: 6 TITLE:
RES: SEC CLR:
HOURS: 8 CARD: CARDHOLDER

2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE
10/06/2003	10/08/2003	A6	09/01/2003	Patient Travel	Patient Tri

Travel Voucher Number

AP Invoice Number

Invoices (NIH-OU)

Batch Control Total
Actual Total

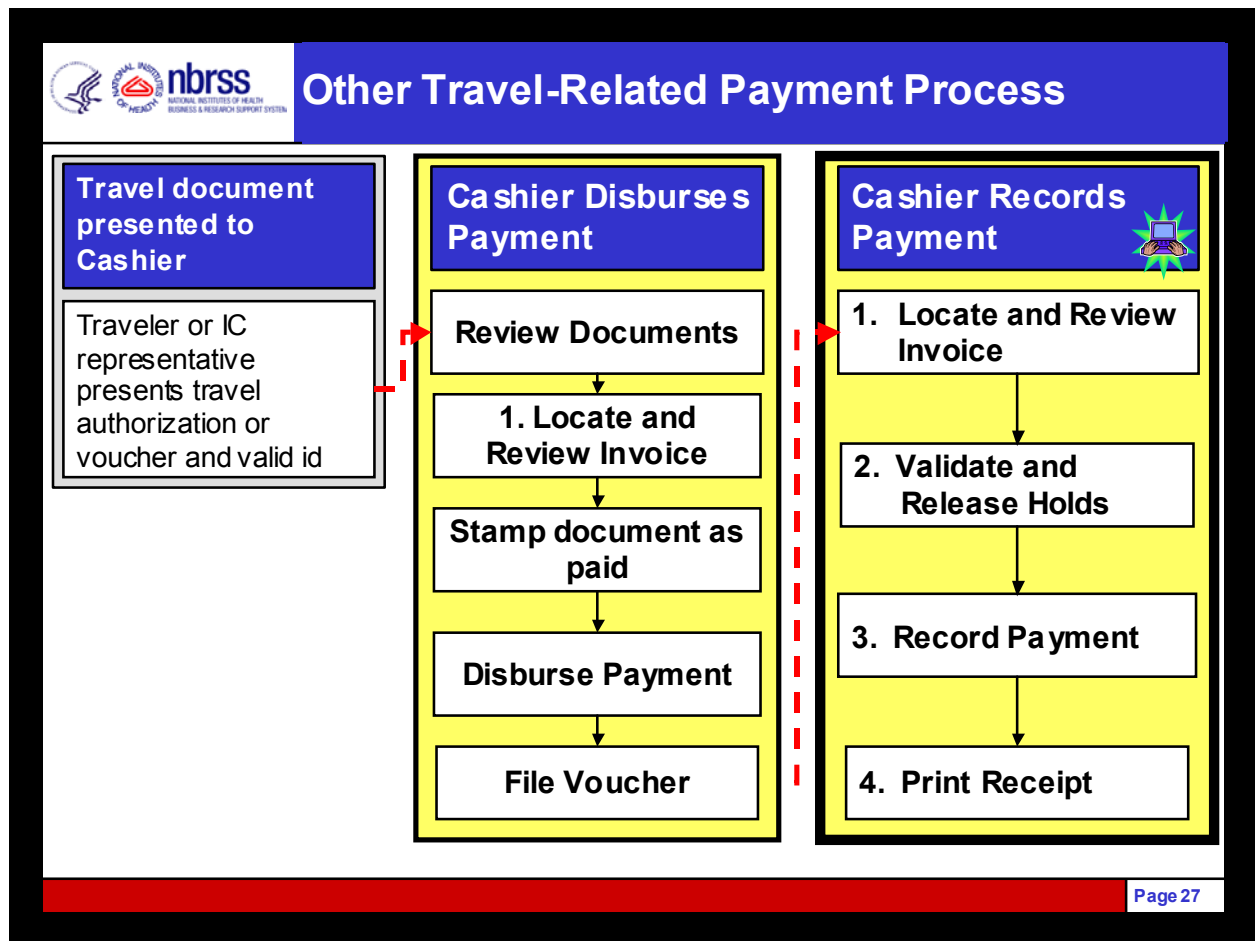
Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	KRISTINE V	1042807	TRAVEL	01-SEP-2003	TR16V1	USD	175.1

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The Invoice Number in Accounts Payable will be the Travel Voucher Number listed on the travel document.

Cashiers should use the Travel Voucher number to locate the invoice in Accounts Payable most effectively.

Other Travel-Related Payment Process



The basic process remains the same.

The difference is that the transaction code may be different. The transaction code for Advances is B206.

Recording Non-Patient Travel Payments

Purpose

The purpose of this document is to describe how to process non-patient travel payments from the cashier's office.

NIH Payables Cashier Office User

N > Invoices > Entry > Invoices

Find Invoices

The screenshot shows the 'Find Invoices' window with the following fields and sections:

- Supplier:** Name, Site, PO Num, Number, Taxpayer ID, PO Shipment.
- Invoice:** Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status.
- Voucher Audit:** Category, Name, Numbers.
- Holds:** Status, Name, Reason.
- Invoice Template:** Number, Period Type.
- Buttons:** Calculate Balance Owed..., Clear, New, Find.

1. Enter the AP invoice number corresponding to the document number in the **Invoice: Number** field and select the **Find** button.

Result: The invoices matching your search criteria are displayed in the **Invoices** window.

INTELL Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

Amount Paid USD 0.00

Holds 1

Status Needs Revalidation

Approval Not Required

Distribution Total 781.00

Accounted No

Desc

Actions... 1

2. Select the **Holds** button to review the status of the payment.

Result: The **Invoice Holds** window is displayed.

INTELL Invoice Holds (NIH-OU) - TR279V1, ANGELA FALWELL:0010093529

Hold Name	Hold Reason	Release Name	Release Reason
<input checked="" type="checkbox"/> CASHIER PAYMENT	CASHIER PAYMENT PICKUP		

Purchase Order

Number

Release

Line

Ship To

Receipt

Number

Line

Date

Current Record

Hold Date 10-SEP-2003

Held By SIRONJ_NIH

Release Date

Released By

If a "Cashier Payment" or "Patient Recorded Pay" hold has been placed on the invoice, goto task #3. Otherwise, end of activity.

3. Close the **Invoice Holds** window.

Result: You are returned to the **Invoices** window.

4. Using the horizontal scroll bar, scroll to the right to view the **Payment Method** field.

If the payment method is check, goto task #7. Otherwise, goto task #5.

5. In the **Payment Method** field, use the **LOV** to select **Check**.
6. Save the changes
7. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed.

The screenshot shows the 'Invoice Actions' dialog box. On the left, there is a vertical list of checkboxes: ☐ Validate, ☐ Validate Related Invoices, ☐ Cancel Invoices, ☐ Apply/Unapply Prepayment..., ☐ Pay in Full..., ☐ Create Accounting, ☐ Release Holds, and ☐ Print Notice. To the right of these checkboxes are several input fields: 'Hold Name', 'Release Name', 'Release Reason', 'Printer', 'Sender Name', and 'Sender Title'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

8. Select the **Release Holds** checkbox.

Result: All is displayed in the **Hold Name** field.

9. In the **Release Name** field, use the **LOV** to populate this field.

Result: The **Release Reason** defaults.

Example: Below is a sample completed **Invoice Actions** window.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☒ Release Holds

☐ Print Notice

Hold Name: All

Release Name: Holds Quick Released

Release Reason: Holds Released

Printer:

Sender Name:

Sender Title:

OK Cancel

10. Select the **OK** button.

Result: The **Invoices** window is displayed without the hold.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

Amount Paid USD 0.00

Holds 0

Status Validated

Approval Not Required

Distribution Total 781.00

Accounted No

Desc

Actions... 1 Hglds Payments Match Purchase Order

Scheduled Payments Overview Distributions

11. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed

Invoice Actions

☒ **Validate**

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

12. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

Invoice Actions

☒ **Validate**

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

13. Select **OK**.

Result: You are returned to the **Invoices** window and the status is **Validated**.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

Amount Paid USD 0.00

Holds 0

Status Validated

Approval Not Required

Distribution Total 781.00

Accounted No

Desc

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

14. Select the **Actions** button.

Result: The **Invoice Actions** window is displayed.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

15. Enable the **Pay in Full** checkbox and select **OK**.

Result: The **Enter Transactions Events** window for the Payment workbench is displayed.

Enter Transaction Events

Form Activity **Payments**

Transaction Event

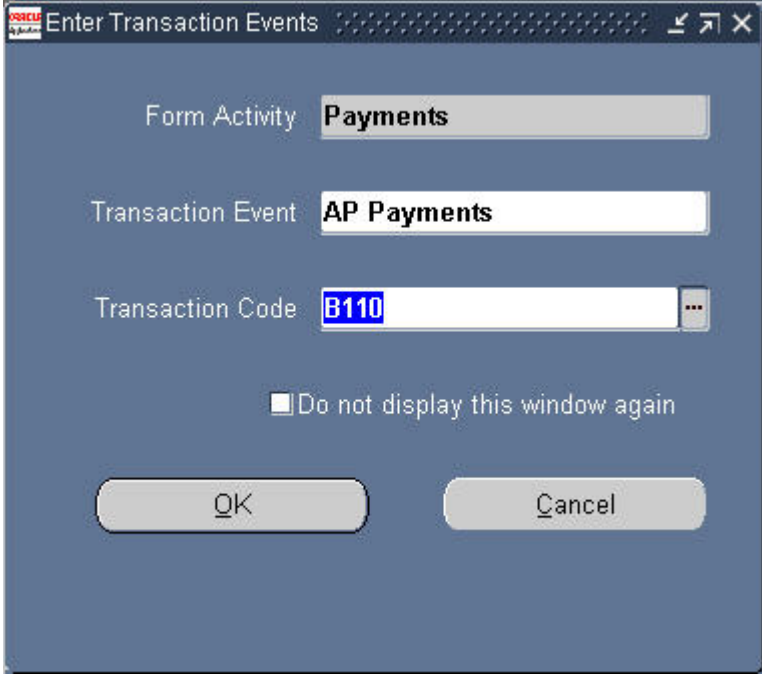
Transaction Code

☐ Do not display this window again

16. Click in the **Transaction Event** field and use the **LOV** to select the appropriate transaction event.

Note: Select **AP Payments (Code B110)** for travel vouchers. Select **Travel Advances (Code B206)** for travel authorizations.

Result: The **Transaction Code** field is populated.



The screenshot shows a window titled "Enter Transaction Events". Inside, there are three main fields: "Form Activity" with a dropdown menu showing "Payments", "Transaction Event" with a dropdown menu showing "AP Payments", and "Transaction Code" with a text box containing "B110". Below these fields is a checkbox labeled "Do not display this window again" which is currently unchecked. At the bottom of the window are two buttons: "OK" and "Cancel".

17. Ensure the correct transaction code defaults for the type of payment.

Note: **B110** should default for travel vouchers. **B206** should default for travel authorizations.

18. Select the **OK** button.

Result: The **Payments - Pay in Full** window is displayed.

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Quic...						

Accounted **No**

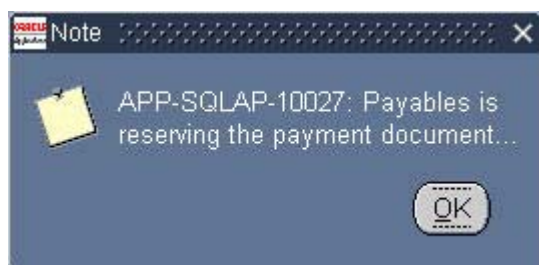
Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

19. In the **Type** field, use the **LOV** to select **Manual**.
20. Tab to the **Bank Account** field and select **Main Disbursement** from the **LOV**.
21. Tab to the **Document** field and select the appropriate document type from the **LOV**.

Note: Select the appropriate check document type with your initials. If the incorrect type is selected, the cashier's reconciliation will be affected.

Result: A note will appear indicating that payables is reserving the payment document.



22. Select the **OK** button.
23. Save the record by using the **Save**  button on the application toolbar.

Example: Below is a sample completed payment.

Payments (NIH-OU) - Pay in Full

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Manua	MAIN DISBURSEM	CHECK.ND	110006	27-SEP-2003	781.00	USD

Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

24. Close the **Payments** window.

Result: You are returned to the **Invoices** window.

Invoices (NIH-OU)

Batch Control Total Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

Amount Paid: USD 0.00 Holds: 0 Distribution Total: 781.00

Status: Validated Accounted: No

Approval: Not Required Desc:

Actions... 1 Hglds Payments Match Purchase Order

Scheduled Payments Overview Distributions

25. Select the **Find**  button on the application toolbar.

Result: The **Find Invoices** window is displayed with the current invoice number in the appropriate field.

Find Invoices

Supplier

Name ... Number

Site Taxpayer ID

PO Num **PO Shipment:**

Invoice

Number **Terms:**

Type **Pay Group:**

Amounts - Invoice Batch

Dates - Currency

Invoice Status

Paid

Accounted

Status

Holds

Status

Name

Reason

Voucher Audit

Category

Name

Numbers -

Invoice Template

Number

Period Type

26. Select the **Find** button.

Result: The **Invoices** window is displayed indicating the amount that has been paid.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

Amount Paid USD

Holds

Status

Approval

Distribution Total

Accounted

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

27. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed.

28. Enable the **Print Notice** checkbox

29. In the **Printer** field, use the **LOV** to identify the correct printer.

Example: Below is a sample completed **Invoice Actions** window.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☒ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

30. Select the **OK** button.


Result: A Note appears with your concurrent request ID




31. Select the **OK** button.

End of activity.

Practice Lab

**Practice Lab**

Lab Time



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Complete Lab 2: Processing Other Travel Payments

Voiding a Payment



Voiding a Payment

After this lesson you should know how to:

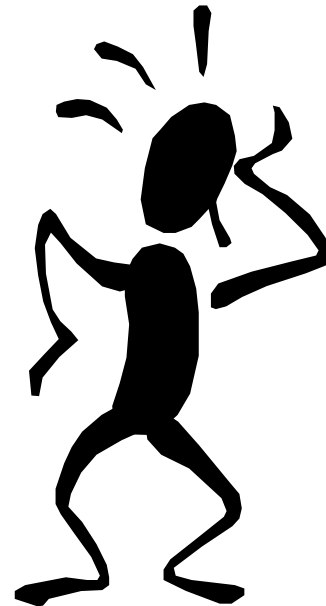
- Process a patient travel payment
- Process other travel-related payments
- **Void a payment**
- Reconcile cash payments

Voiding Payments



Voiding Payments

- A payment can be voided if:
 - It was incorrectly recorded, or
 - the patient requests a different payment method
- Once the payment has been voided, it can be reissued using the standard procedures
- The Cashier Audit Reports will reflect the voided payment



Voiding a Payment

Purpose

The purpose of this document is to describe how to void a payment in Accounts Payable. In the event that you have located the payment already, you may skip steps 1 - 5.

NIH Payables User
NIH Payables Cashier Office User
N > Invoices > Entry > Invoices
Find Invoices

Find Invoices

Supplier

Name ... Number
Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

Paid
Accounted
Status

Voucher Audit

Category
Name
Numbers -

Holds

Status
Name
Reason

Invoice Template

Number
Period Type

Calculate Balance Owed... Clear New Find

1. Enter your search criteria in the **Find Invoices** window.

Note: Use the invoice number if available.

2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed in the **Invoices** window.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5512	USD	100.00

Amount Paid: USD

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

3. Select the **Payments** button.

Result: The **Payments** window is displayed.

Payments (NIH-OU) - TR5512, BENJAMIN SMITH:999999812

Payment Method	Document Number	Payment Date	GL Date	Void	Payment Amount
<input checked="" type="checkbox"/> Check	110002	05-SEP-2003	05-SEP-2003	<input type="checkbox"/>	100.00
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Discount Taken:

Scheduled Payment Payment Overview

4. Select the **Payment Overview** button.

Result: The **Payment Overview** window is displayed.

Payment Overview (NIH-OU)

Number	110002
Currency	USD
Amount	100.00
Date	05-SEP-2003
Batch	
Voucher	
Status	Negotiable
Cleared Amount	
Cleared Date	
Void Date	
Maturity Date	

Supplier	
Name	BENJAMIN SMITH:999999812
Taxpayer ID	999999999
Number	1000142
Site	TRAVEL
Address	25125 SILVER CREST DR LAYTONSVILLE, MD

Bank	
Name	TREAS PHIL FIN CTR/FUNDS TRANS
Account	MAIN DISBURSEMENT
Payment Document	CHECK.ND
Payment Method	Check

Invoices

Number	Amount Paid	GL Date	Description
TR5512	100.00	05-SEP-2003	

Invoice Overview Bank Supplier **Payments**

- Select the **Payments** button.

Result: The **Payments** window is displayed.

Payments (NIH-OU)

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Man...	MAIN DISBURSEM	CHECK.ND	110002	05-SEP-2003	100.00	USD

Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

- Select the **Actions...** button.

Result: The **Payment Actions** window is displayed.

Payment Actions

☐ Format Program

☐ Print Now Printer

☐ Create Accounting

☐ Print Remittance Advice

Program

☐ Reissue

Payment Date

Payment Rate

New Check Num

Voucher Num

☐ Initiate Stop

Date

☐ Void

Date

GL Date

Invoice Action **None** ▼

OK Cancel

7. Enable the check box **Void**.

Result: The current date defaults into the **Date** and **GL Date** fields.

8. In the **Invoice Action** field, select the appropriate value from the drop down menu.

If you selected Hold, goto task #9. Otherwise, goto task #11.

9. Select **Void Payment** from the **LOV** in the **Name** field.

Result: The **Reason** field will populate automatically

Hold (NIH-OU)

Name VOID PAYMENT

Reason VOID PAYMENT HOLD

Hold Cancel

10. Select the **Hold** button.

Example: Below is a sample completed **Actions** window.

Payment Actions

☐ Format Program

☐ Print Now Printer

☐ Create Accounting

☐ Print Remittance Advice

Program

☐ Reissue

Payment Date

Payment Rate

New Check Num

Voucher Num

☐ Initiate Stop

Date

☒ Void

Date

GL Date

Invoice Action

OK Cancel

11. Select the **OK** button.

Result: A message appears to confirm that you want to void this payment.

12. Select the **OK** button.

Result: The payment is voided. The status of the payment is updated to **Voided**.

Payments (NIH-OU)

Name	Account Currency	Payment Method	Status
	USD	Check	Voided


Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 3: Voiding Travel Payments

Reconciling Cash Payments



Reconciling Cash Payments

After this lesson you should know how to:

- Process a patient travel payment
- Process other travel-related payments
- Void a payment

→ Reconcile cash payments



Cashier Cash Funds Reconciliation Overview



Cashier Cash Funds Reconciliation Overview

- Three types of payments may be disbursed in cash:
 - Patient Travel (NBS)
 - Patient Funds (ADB)
 - Patient Welfare (ADB)
- Patient Funds and Patient Welfare payments will continue to be processed through the Cashier Tracking System.
- Information on Patient Travel payments processed in the NBS will be provided through two reports:
 - Cashier Audit Report – Summary
 - Cashier Audit Report – Detail
- Cashiers will use the payment information provided on the reports to reconcile cash payments off-line with the help of the Cashier Tracking System.

Cashier Audit Report - Detail

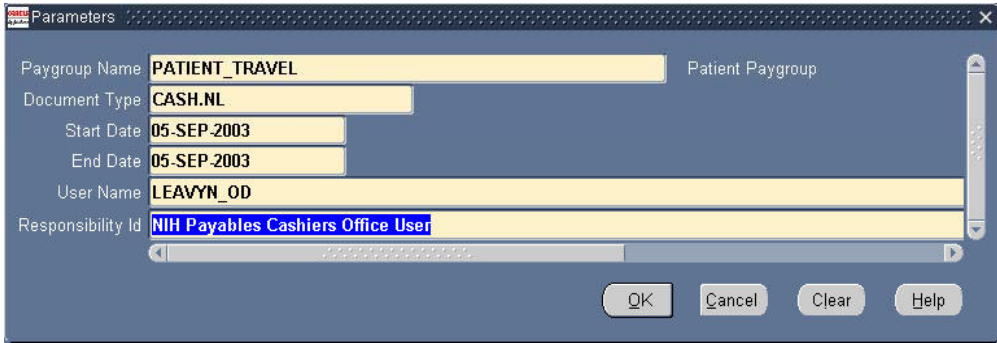
**Cashier Audit Report - Detail**

Purpose

The Cashier Audit Report – Detail is used to:

- Facilitate the cash reconciliation process
- Support the vouchering process in the Cashier's Office

Parameters



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The parameters that are used for the report include:

Paygroup Name: Patient Travel

Document Type: CASH.XX – Where XX are your initials

Start Date:

End Date

User Name: Defaults to your user name.

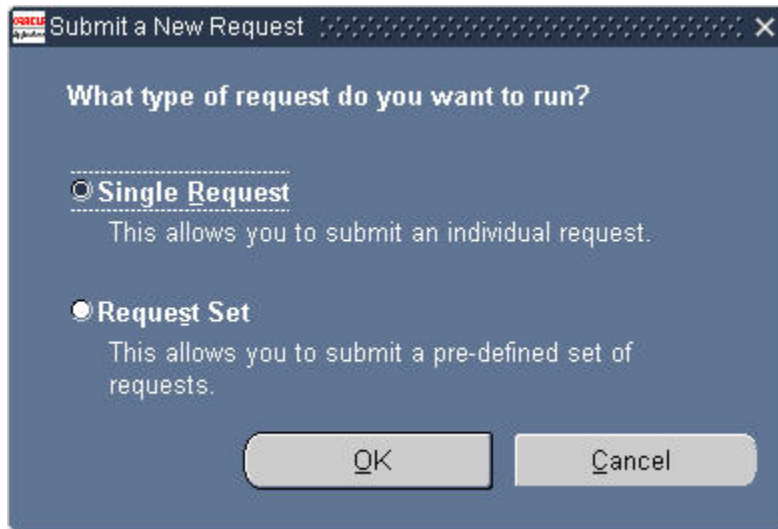
Responsibility ID: Defaults to your responsibility.

Submitting the Cashier Audit Report - Detail

NIH Payables Cashier Office User

N > Other > Requests > Run

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

Submit Request

Run this Request...

Name

Parameters

Language

Copy...

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to

Options...

Help (B) Submit Cancel

- Click on the **LOV** in the **Name** field and select **NIHTM Cashier Audit Report- Detail**.

Result: The **Parameters** window is displayed.

Parameters

Paygroup Name **PATIENT_TRAVEL** Patient Paygroup

Document Type **CASH.NL**

Start Date **05-SEP-2003**

End Date **05-SEP-2003**

User Name **LEAVYN_OD**

Responsibility Id **NIH Payables Cashiers Office User**

OK Cancel Clear Help

- Enter the report parameters as described below:

Field	Description
Paygroup Name	Select PATIENT_TRAVEL from the LOV
Document Type	Select the cash document type from the LOV for the cashier
Start Date	Enter the beginning date from which you want to view payments
End Date	Enter the end date through which you want to view payments.

User Name	Defaults to your user ID. You may select another user name from the LOV .
Responsibility ID	Defaults to your current responsibility.

Example: Below is an example completed parameters window.

4. Select the **OK** button.

Result: The **Parameters** window closes.

5. Select the **Options** button.

Result: The **Upon Completion** window is displayed.

Upon Completion...

☒ Save all Output Files

Notify the following people:

Name	For Language

Print the Output To:

Style **Landwide**

Printer	Copies	For Language
noprint	0	All languages


Help OK Cancel

6. Select a printer from the **LOV** in the **Printer** field.
7. Tab to the **Copies** and enter the number of copies you want to print.
8. Select the **OK** button.
9. Select the **Submit** button.

Result: Your report has been submitted. It will print to the printer you selected once it has completed.

End of activity.

Cashier Audit Report - Summary


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Cashier Audit Report - Summary

Purpose

The Cashier Audit Report –Summary is used to track payments by category to monitor \$2,500 limit


Parameters



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The Cashier Audit Report – Summary will display the total amount of payments for the document type within the the date range provided in the **Parameters** window.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 4: Running Cashier Audit Reports

Lesson Summary



Lesson Summary

In this lesson you learned how to:

- Process a patient travel payment
- Process other travel-related payments
- Void a payment
- Reconcile cash payments

Processing Travel-Related Deposits

Chapter 6

Processing Travel-Related Deposits



Processing Travel-Related Deposits

Track 2 End User Training
September 2003

Lesson Objectives

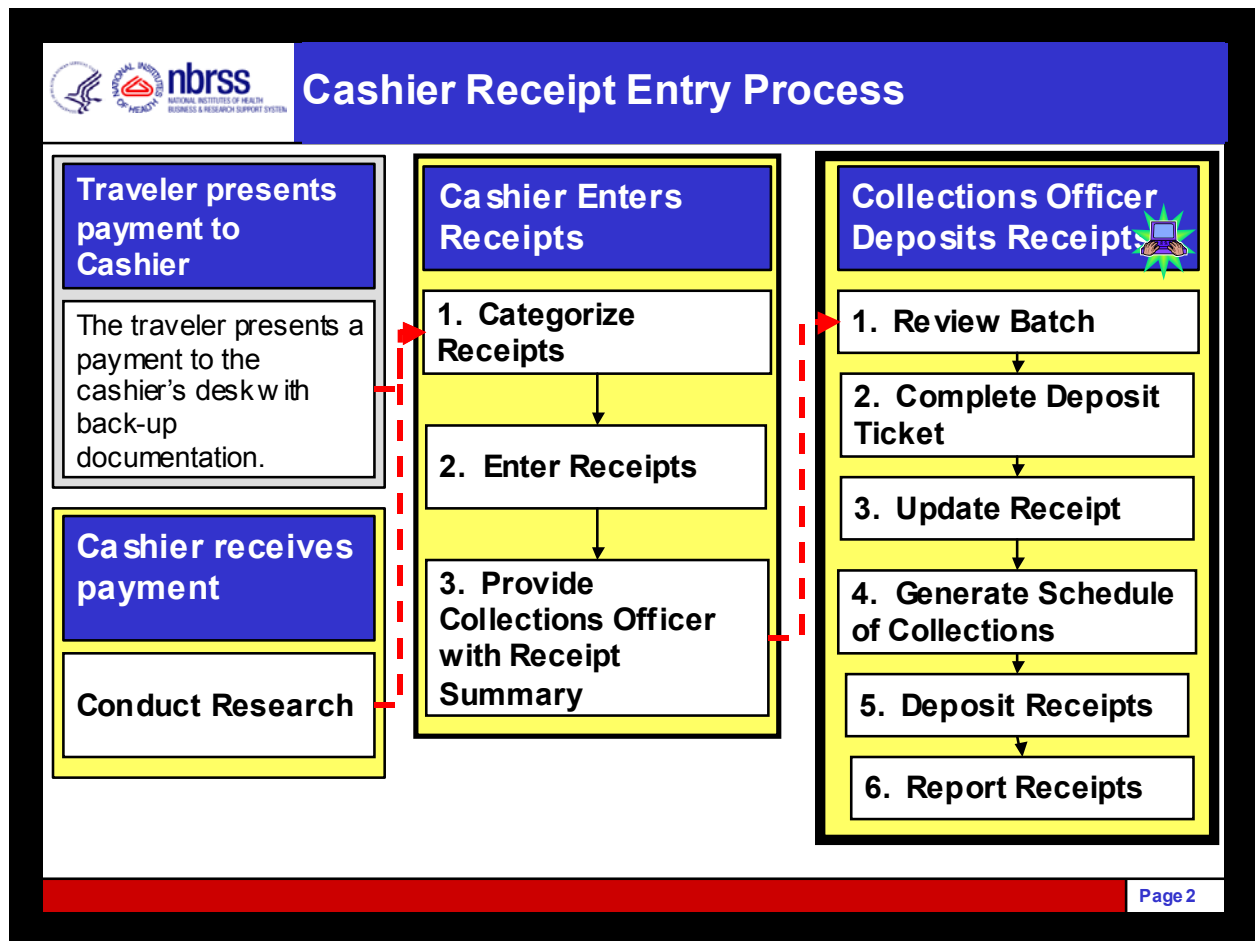


Lesson Objectives



After this lesson you should know how to:

- Process travel advance refunds and refunds to appropriation
- Process sponsored travel receipts
- Reverse a receipt

Cashier Receipt Entry Process



Categorize Receipts

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Categorize Receipts

Receipts should be separated by type.

- Travel Advance Refunds (Current code 10) & Refunds to Appropriations (Current code 20)
- Sponsored Travel Payments (Current code 4E)

All other receipt types will be entered into the Cashier Receipt Tracking System as is currently the practice

- In addition, receipts that are entered on a separate deposit ticket should be separated from the other receipts of that type.

1. Categorize Receipts

Page 3

All other types of receipts will continue to be processed in the Cashier Receipt Tracking System as usual until such time those additional receipt types are incorporated into the NBS.

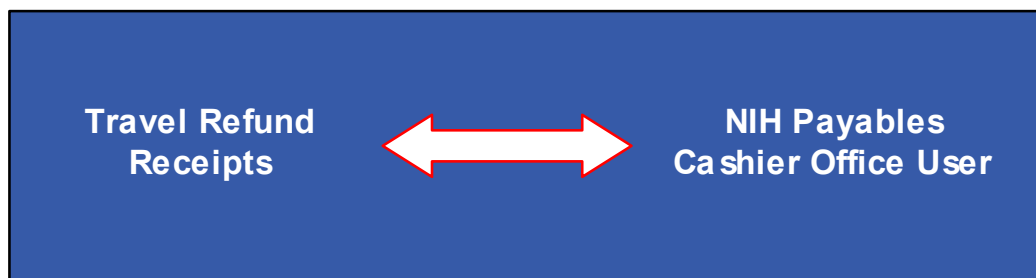
The Cashier's Offices in Building 10 and 31 will continue to sort their receipts in the same manner as they do today.

Travel Refund Receipts



Travel Refund Receipts

- Travel Refund Receipts (formerly code 10 & 20) are entered into **Accounts Payable**
- All activities related to Travel Refund Receipts are completed in the NIH Payables Cashier Office User responsibility.

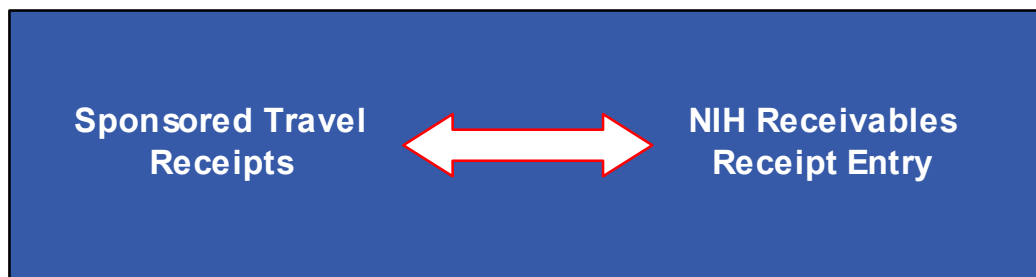


Sponsored Travel Receipts



Sponsored Travel Receipts

- Sponsored Travel Receipts (formerly code 4E) are entered into **Accounts Receivable**
- All activities related to Sponsored Travel Receipts are completed in the NIH Receivables Receipt Entry responsibility.



Process Travel Refunds




Process Travel Refunds

After this lesson you should know how to:

- ➔ **Process travel advance refunds and refunds to appropriation**
- Process sponsored travel receipts

Entering Receipts: Travel Advance Refunds

**Entering Receipts: Travel Advance Refunds**

Travel Advance Refunds and Refunds to Appropriation are entered in the same manner in Accounts Payable.

2. Enter Receipts

Step 1: Locate Debit Memo

Step 2: Validate Debit Memo

Step 3: Record Refund

Travel Voucher Number: TR87V1
Debit Memo Number: TR87V1-DM

Page 7

- Travel Advance Refunds and Refunds to Appropriation are entered into Accounts Payable.
- Each receipt is recorded separately in Accounts Payable.

Recording Travel Refunds

Purpose

The purpose of this document is to describe how to record refunds remitted by travelers against debit memos.

NIH Payables Cashier Office User

N > Invoices > Entry > Invoices

Find Invoices

The screenshot shows the 'Find Invoices' window with the following fields and sections:

- Supplier:** Name, Site, PO Num, Number, Taxpayer ID, PO Shipment.
- Invoice:** Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status.
- Holds:** Status, Name, Reason.
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.
- Buttons:** Calculate Balance Owed..., Clear, New, Find.

1. Enter search criteria into the **Find Invoices** window .

Note: You may enter the travel voucher number in the **Invoice: Number** field followed by a %. Also, you may change the **Invoice: Type** to **Debit Memo**.

2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed on the **Invoices** window.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Debit Mer	BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5565-DM	USD	250.0

Amount Paid USD 0.00

Holds 0

Status Validated

Approval Not Required

Distribution Total 250.00

Accounted Yes

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

3. Review the amount of the debit memo.

If the amount of the debit memo equals the amount of the refund, goto task #11. Otherwise, goto task #4.

4. Select the **Scheduled Payments** button.

Result: The **Scheduled Payments** window is displayed.

Scheduled Payments (NIH-OU) - TR5565-DM, BENJAMIN SMITH:999999812

Payment Currency **USD** Invoice Amount **250.00-**
 Amount Paid **0.00** Gross Amount Total **250.00-**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Discount Date	Discount Amount
<input type="checkbox"/>	05-SEP-2003	250.00-	50 Check		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining **250.00-**
 Discount Amount Remaining **0.00**

Holds Payments Split Schedule Pay... 1

- In the **Gross Amount** field, replace the existing value with the actual amount of the refund.

Note: Be sure to use a negative sign.

Example:

Scheduled Payments (NIH-OU) - TR5565-DM, BENJAMIN SMITH:999999812

Payment Currency **USD** Invoice Amount **250.00-**
 Amount Paid **0.00** Gross Amount Total **100.00-**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Discount Date	Discount Amount
<input type="checkbox"/>	05-SEP-2003	100.00-	50 Check		

- Place your cursor in the next line.
- In the **Due Date** field, enter today's date.
- Tab to the **Gross Amount** field and enter the remaining amount due.

Note: Be sure to use a negative sign.

Example:

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Discount Date	Discount Amount
<input type="checkbox"/>	05-SEP-2003	100.00	50	Check		
<input type="checkbox"/>	05-SEP-2003	150.00	50	Check		

- Place your cursor in the first line displaying the amount of the current refund and select the **Pay** button.

Result: A caution window appears.



- Select the **OK** button.

Result: The **Enter Transaction Events** window is displayed.

Enter Transaction Events

Form Activity **Payments**

Transaction Event

Transaction Code

☐ Do not display this window again

OK Cancel

Goto task #13.

11. Select the **Actions...** button.

Result: The **Invoice Actions** window is displayed.

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

12. Enable the **Pay in Full** checkbox and select **OK**.

Result: The **Enter Transactions Events** window is displayed.

Enter Transaction Events

Form Activity: **Payments**

Transaction Event:

Transaction Code:

☐ Do not display this window again

OK Cancel

13. In the **Transaction Event** field, select AP Refund from the **LOV**.

Result: The value **C112** will appear in the **Transaction Code** field.

14. Select the **OK** button to close the **Enter Transaction Events** window.

Result: The **Payments - Pay in Full** window is displayed.

Payments (NIH-OU) - Pay in Full

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Refu...						

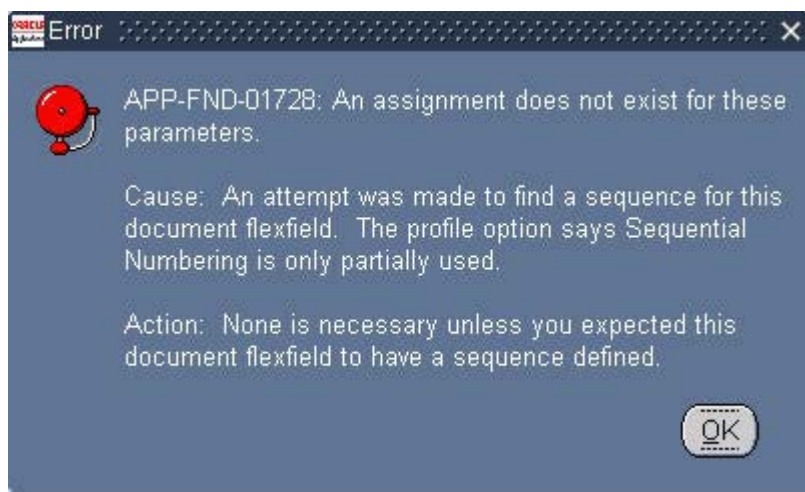
Accounted: **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

15. Tab to the **Bank Account** field and select **Main Disbursement** from the **LOV**.

Result: A caution message appears.



16. Select the **OK** button.
17. Tab to the **Document Number** field and enter the check number from the **LOV**.
18. Place your cursor in the **[] flexfield**.

Result: The **Payment Information** window is displayed.



19. Enter the deposit ticket number in the **Deposit Ticket Number** field and press **OK**.

Result: The **Payment Information** window closes.

20. Save your work.

Example: Below is a sample completed refund.

Payments (NIH-OU) - Pay in Full

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Refund	MAIN DISBURSE		123456	13-SEP-2003	250.00	USD

Accounted **No**

Actions... 1 Enter/Adjust Invoices


Payment Overview View Invoices

End of activity.

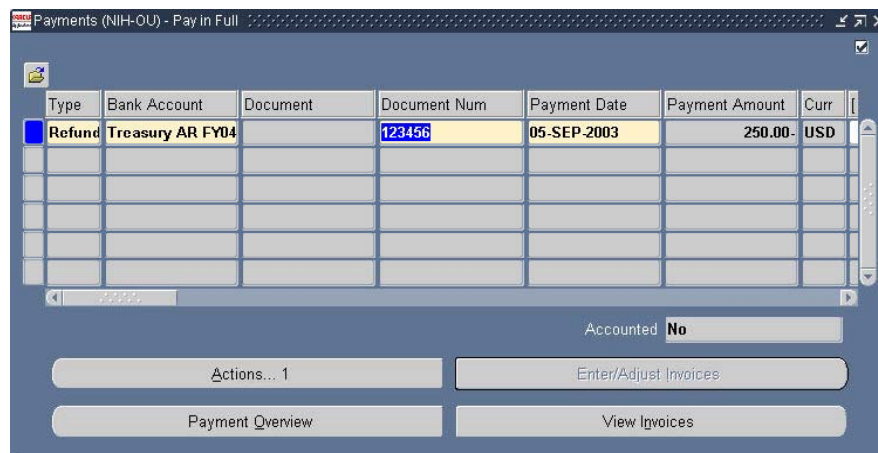
Provide Receipt Information to Collection Officer



Provide Receipt Information to Collection Officer

- Use the  Print icon on the toolbar to print a screen shot of the payment window for the refund.
- Attach the screen shot to the refund documents.

3. Provide Collections Officer with Receipt Summary




Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Refund	Treasury AR FY04		123456	05-SEP-2003	250.00	USD

Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

Practice Lab

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Practice Lab



Lab Time



Page 9


Complete Lab 1: Recording Travel Refunds

Collection Officer Activities

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Collection Officer Activities

The collection officer reviews the refunds and completes the deposit ticket


**Collections Officer
Deposits Receipts** 
1. Review Batch
↓
**2. Complete Deposit
Ticket**

NIH FEDERAL CREDIT UNION 555551
Deposit Ticket

Date	9/2/03
Check #	Amount
1526	\$25.42
5412	\$412.36
Total	\$437.78

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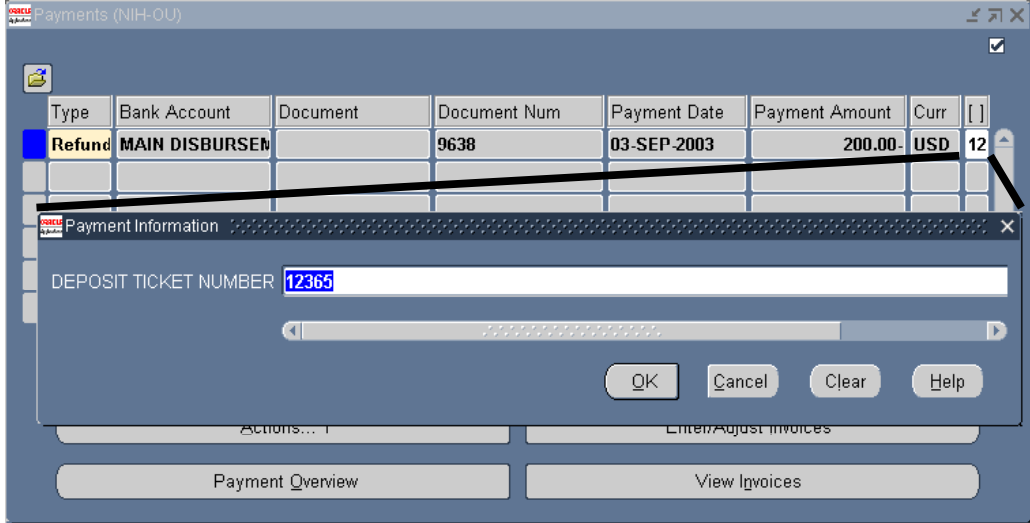
Updating Receipts: Travel Refunds

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Updating Receipts: Travel Refunds

The Deposit Ticket Number should be recorded in the payment flexfield on travel refunds

3. Update Receipt



Payments (NIH-OU)

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr	
Refund	MAIN DISBURSEMENT		9638	03-SEP-2003	200.00	USD	12

Payment Information

DEPOSIT TICKET NUMBER: 12365

OK Cancel Clear Help

Payment Overview View Invoices

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Steps to update travel refunds with the deposit ticket number:

- Locate the travel refund
- Click in the flexfield and enter the deposit ticket number
- Select the OK button
- Save the record

Entering Deposit Ticket Numbers on Travel Refunds

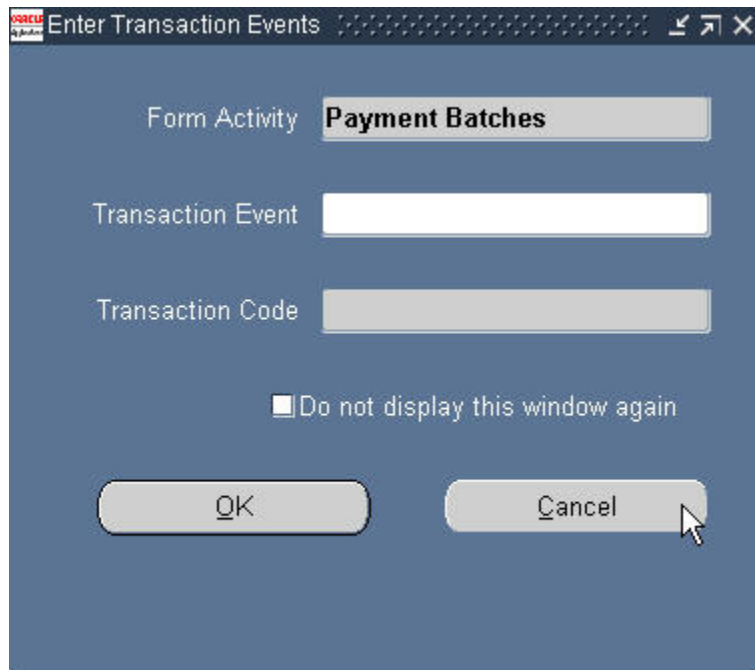
Purpose

The purpose of this document is to describe how to enter deposit ticket numbers on recorded travel refunds

NIH Payables Cashier Office User

N > Payments > Entry > Payments

Enter Transaction Events



1. Close the **Enter Transactions Events** window.

Result: A caution message will appear.

2. Select the **OK** button.

Result: The **Payments** window is displayed.

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Quic...						

Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

3. Select the **Find** icon on the applications toolbar.

Result: The **Find Payments** window is displayed.

Payment

Numbers: [] - []

Dates: **01-JAN-2003** - **28-FEB-2003**

Amounts: [] - []

Currency: []

Bank Account: []

Payment Method: []

Accounted: **Partial**

Document Name: []

Batch: []

Supplier

Name: []

Number: []

Taxpayer ID: []

Site: []

Paid To Name: []

Remit to Account: []

Voucher Audit

Category: []

Sequence Name: []

Number From: []

Number To: []

Status

Status: []

Dates: [] []

Clear New **Find**

4. Enter the applicable search criteria.

Note:

- Sample fields to use include Payment Number, Payment Date, Supplier Name, Amounts, Payment Batch, etc.
- The greater number of fields entered, the faster the query will complete.

5. Select the **Find** button.

6. Close the **Find Payments** window to view the **Payments** window.

Result: The **Payments** window displays the results of your search.

The screenshot shows a window titled "Payments (NIH-OU) - Pay in Full". It contains a table with the following columns: Type, Bank Account, Document, Document Num, Payment Date, Payment Amount, and Curr. The first row is highlighted in blue and contains the following data: Type: Refund, Bank Account: MAIN DISBURSEM, Document: (empty), Document Num: 123456, Payment Date: 13-SEP-2003, Payment Amount: 250.00, and Curr: USD. Below the table, there is a section with the text "Accounted No" and four buttons: Actions... 1, Enter/Adjust Invoices, Payment Overview, and View Invoices.

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Refund	MAIN DISBURSEM		123456	13-SEP-2003	250.00	USD

Accounted No

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

7. In the line of the payment, select the **Flexfield []**.

Result: The **Additional Payment Information** window is displayed.

The screenshot shows a window titled "Payment Information". It contains a text field labeled "DEPOSIT TICKET NUMBER" which is currently empty. Below the text field is a horizontal scrollbar. At the bottom of the window, there are four buttons: OK, Cancel, Clear, and Help.

DEPOSIT TICKET NUMBER

OK Cancel Clear Help

8. Enter the deposit ticket number in the **Deposit Ticket Number** field.

9. Select the **OK** button.

Result: You are returned to the **Payments** window.

Payments (NIH-OU) - Pay Scheduled Payment

Payment Amount	Curr	[]	Batch Name	Account Currency	Payment Method
100.00-	USD	55		USD	Check

Accounted **No**


Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

10. Save your work.


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 2: Entering Deposit Ticket Numbers on Travel Refunds

Generating the Schedule of Collections



Generating the Schedule of Collections

The AP Schedule of Collections Report

- displays the travel refunds recorded within a given date range that have been associated with a deposit ticket number
- can be run separately in AP or as a request set with the AR report

4. Generate Schedule of Collections

```
National Institutes of Health                      Page : 1 of 1
AP Schedule of Collections Report                  Report Date : 04 SEP 2003
-----
Deposit Ticket Number: 12365
Payee Name                      Check Number    Check Date    Amount
-----
WILLIAM RISSO:0011415067        9638         09/03/2003    200.00

Deposit Ticket Total:                                200.00

Report Total:                                         200.00
```

Submitting the AP Schedule of Collections Report

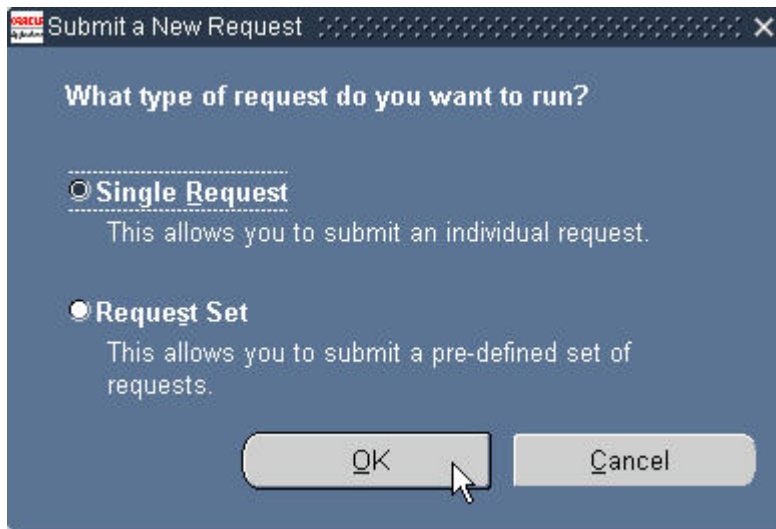
Purpose

The purpose of this document is to describe how to generate the AP Schedule of Collections Report. This report displays the refund information related to specific deposit ticket numbers.

NIH Payables Cashier Office

N > Other > Requests > Run

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

2. In the **Name** field, use the **LOV** to select **NIH Schedule of Collections (Deposit Ticket) Report - AP**

Result: The **Parameters** window is displayed.

3. Complete the **Parameters** window as described below:

Field	Description
Deposit Ticket Number	Select the appropriate deposit ticket number from the LOV
Start Date	Select the beginning refund date from the LOV
End Date	Select the ending refund date from the LOV

4. Select the **OK** button.

Result: You are returned to the **Submit Requests** window.

5. Select the **Options** button.

Result: The **Upon Completion** window is displayed.

Upon Completion...

☒ Save all Output Files

Notify the following people:

Name	For Language

Print the Output To:

Style: Landscape

Printer	Copies	For Language
noprint	0	All languages

Help OK Cancel

6. In the **Printer** field, use the **LOV** to select the printer you want to print the report.
7. Tab to the **Copies** field and enter the number of copies to print.
8. Select the **OK** button.

Result: The **Upon Completion** window is closed.

Submit Request

Run this Request...

Name: NIH Schedule of Collections (Deposit Ticket) Report - AP

Parameters: 12365::

Language: American English

Copy...

Languages...

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Notify:

Print to: nbsr3can552

Options...


Help (B) Submit Cancel

9. Select the **Submit** button.

Result: The **AP Schedule of Collections Report** is printed.


End of activity.

Practice Lab

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Practice Lab


Lab Time



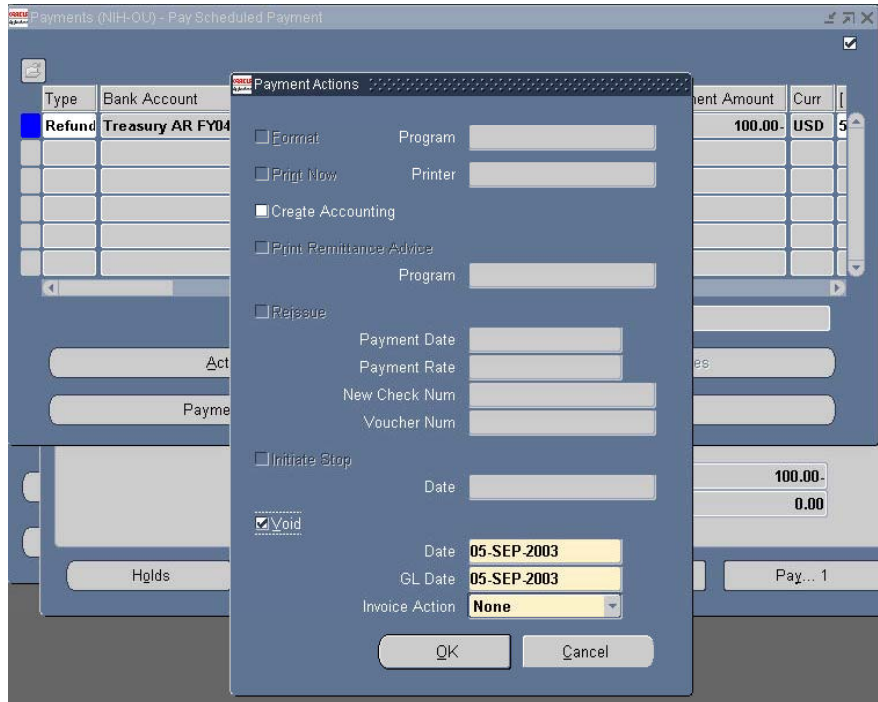
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Complete Lab 3: Running the AP Schedule of Collections

Reversing a Travel Refunds

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Reversing a Travel Refunds



Type	Bank Account	Amount	Curr
Refund	Treasury AR FY04	100.00	USD


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Steps to Void a Travel Refund

- Locate the payment
- Select the **Actions** button
- Enable the **Void** checkbox
- Select the **OK** button


Refer to Chapter 5 for instructions on how to void a payment.

Practice Lab

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Practice Lab


Lab Time



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Complete Lab 4: Reversing Travel Refunds

Collection Officer Activities



Collection Officer Activities

- After the receipts have been deposited at the Credit Union
- A copy of the Schedule of Collections – AP should be forwarded to the Travel Office and the GL Branch

5. Deposit Receipts

6. Report Receipts

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Process Sponsored Travel Receipts



Process Sponsored Travel Receipts

After this lesson you should know how to:

- Process travel advance refunds and refunds to appropriation

→ **Process sponsored travel receipts**

Entering Receipts: Sponsored Travel Receipts

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Entering Receipts: Sponsored Travel Receipts

Sponsored travel receipts are entered through the NIH Receivables Receipt Entry Responsibility

2. Enter Receipts

Receipt Batches (NIH-OU)

Batch Type: **Manual-Regular**

Batch Number: **1**

Batch Date: **01-SEP-2003**

GL Date: **01-SEP-2003**

Deposit Date: **01-SEP-2003**

Comments:

Batch Source: **Sponsored Travel**

Currency: **USD**

Receipt Class: **Sponsored Travel**

Payment Method: **SPON TRAV FY04**

Bank Name: **NIH FEDERAL CREDIT UNION**

Bank Account Number: **008849722**

Totals

	Count	Amount		Count	Amount
Control	2	500.00	Applied	1	200.00
- Actual	4	1000.00	Unapplied	0	0.00
+ Reversed	2	500.00	On Account	1	300.00
Difference	0	0.00	Claim Investigation	0	0.00
			Prepayments	0	0.00
			Unidentified	0	0.00
			Miscellaneous	0	0.00
			Returned	0	0.00

Transmission

Name:

Lockbox:

Batch:

Status: **Closed**

☐ Partially Purged

Receipts

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Sponsored travel receipts should be submitted to the Cashier's Office with a copy of the travel document to which they are related.

Sponsored Travel receipts are entered in batches.

A receipt batch may contain many receipts.

All receipts in a receipt batch will be entered on the same deposit ticket.

Entering Sponsored Travel Receipt Batches

Purpose

The purpose of this document is to describe how to enter sponsored travel receipt batches into the NBS.

Before you begin

Before you begin, you must have the receipt information available for entry.

Important: If you are entering a receipt within an existing receipt batch, locate the existing batch and skip **Tasks 1 - 5** and proceed directly to Task 6.

NIH Receivables Receipt Entry

N > Receipts > Batches

Receipt Batches

Receipt Batches (NIH-OU)

Batch Type: **Manual-Regular**

Batch Source: [Yellow Highlighted]

Batch Number: [Empty]

Currency: **USD**

Batch Date: **11-JUN-2003**

Receipt Class: [Empty]

GL Date: **11-JUN-2003**

Payment Method: [Empty]

Deposit Date: **11-JUN-2003**

Bank Name: [Empty]

Comments: [Empty]

Bank Account Number: [Empty]

Totals		Count	Amount	Count	Amount
-	Control	[Empty]	[Empty]	Applied	[Empty]
	Actual	[Empty]	[Empty]	Unapplied	[Empty]
+	Reversed	[Empty]	[Empty]	On Account	[Empty]
	Difference	[Empty]	[Empty]	Claim Investigation	[Empty]
				Prepayments	[Empty]
				Unidentified	[Empty]
				Miscellaneous	[Empty]
				Returned	[Empty]

Transmission

Name: [Empty]

Lockbox: [Empty]

Batch: [Empty]

Status: **New**

☐ Partially Purged [Empty]

Receipts

1. In the **Batch Source** field, select **Sponsored Travel** from the LOV

Result: The **Receipt Class, Payment Method, Bank Name, and Bank Account Number** will default.

If the payment method is fed wire or foreign currency, goto task #2. Otherwise, goto task #3.

2. Tab to the **Payment Method** field and select the appropriate payment method from the **LOV**.

Result: The **Bank Name** and **Bank Account Number** fields will default.

3. In the **Control: Count** field, enter the total number of receipts in the batch
4. Tab to the **Control: Amount** field and enter the total dollar amount of the receipts in the batch.
5. Save the record.

Result: The **Batch Number** is assigned and the **Totals** fields are displayed.

The screenshot shows the 'Receipt Batches (NIH-OU)' window. The top section contains fields for Batch Type (Manual-Regular), Batch Number (4), Batch Date (02-SEP-2003), GL Date (02-SEP-2003), Deposit Date (02-SEP-2003), and Comments. The right section contains Batch Source (Sponsored Travel), Currency (USD), Receipt Class (Sponsored Travel), Payment Method (SPON TRAV FY04), Bank Name (NIH FEDERAL CREDIT UNION), and Bank Account Number (008849722). Below these is a 'Totals' section with two tables. The left table shows Control (Count: 2, Amount: 1000.00), Actual (Count: 0, Amount: 0.00), Reversed (Count: 0, Amount: 0.00), and Difference (Count: 2, Amount: 1000.00). The right table shows Applied (Count: 0, Amount: 0.00), Unapplied (Count: 0, Amount: 0.00), On Account (Count: 0, Amount: 0.00), Claim Investigation (Count: 0, Amount: 0.00), Prepayments (Count: 0, Amount: 0.00), Unidentified (Count: 0, Amount: 0.00), Miscellaneous (Count: 0, Amount: 0.00), and Returned (Count: 0, Amount: 0.00). At the bottom, there is a 'Transmission' section with fields for Name, Lockbox, and Batch, and a 'Status' section with a dropdown set to 'New' and a checkbox for 'Partially Purged'. A 'Receipts' button is located at the bottom right.

Totals		
	Count	Amount
Control	2	1000.00
- Actual	0	0.00
+ Reversed	0	0.00
Difference	2	1000.00

	Count	Amount
Applied	0	0.00
Unapplied	0	0.00
On Account	0	0.00
Claim Investigation	0	0.00
Prepayments	0	0.00
Unidentified	0	0.00
Miscellaneous	0	0.00
Returned	0	0.00

Transmission

Name: []

Lockbox: []

Batch: []

Status: New

☐ Partially Purged []

Receipts

6. Select the **Receipts** button.

Result: The **Receipt Summary** window is displayed.

Receipts (NIH) - 4

Receipt Number

Currency **USD**

Receipt Date **02-SEP-2003**

Payment Method **SPON TRAV FY04**

Status **Cleared**

Trans Code

Receipt Type **Cash**

Receipt Amount

GL Date **02-SEP-2003**

Document Num

Functional Amount

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number

Customer Name

Taxpayer ID

Reference

Comments

Postmark Date

Customer Number

Location

Tax Code

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

8. Enter the check number in the **Receipt Number** field.
 9. Tab the **Receipt Amount** field and enter the amount of the payment.
 10. Tab to the **Receipt Date** field and enter the date on the check
 11. In the **Customer Name** field, use the **LOV** to locate the customer name.
- If the customer name is found, goto task #12. Otherwise, goto task #13.**
12. Select the **OK** button.

Result: The **Customer Number** and **Location** fields default.

Receipts (NIH) - 4

Receipt Number	123456	Receipt Type	Cash
Currency	USD	Receipt Amount	500.00
Receipt Date	01-SEP-2003	GL Date	02-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	500.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	CARNEGIE MELLON UNIVERSIT	Customer Number	1203
Taxpayer ID		Location	BILL_TO 186
Reference		Tax Code	
Comments			

Customer Bank
Bank Name
Account Num

Confirmation
Date
GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

Goto task #14.

13. Select the **Cancel** button to close the **LOV** window.
14. Place your cursor in the **Flexfield []** under the **Functional Amount** field.

Result: The **Receipt Information** window is displayed.

Receipt Information

Customer Name Printed on Check

Travel Voucher Number

OK Cancel Clear Help

15. Enter the name printed on the check in the **Customer Name Printed on Check** field.
16. Enter the travel document number in the **Travel Voucher Number** field.
17. Select the **OK** button.

Result: The **Receipt Information** window closes.

Receipts (NIH) - 4

Receipt Number	123456	Receipt Type	Cash
Currency	USD	Receipt Amount	500.00
Receipt Date	01-SEP-2003	GL Date	02-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	500.00
Trans Code			[CA]

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	CARNEGIE MELLON UNIVERSIT	Customer Number	1203
Taxpayer ID		Location	BILL_TO 186
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

18. Save the record.

If there are additional receipts to enter, goto task #19. Otherwise, goto task #20.

19. Select the New  button on the applications toolbar.

Result: A blank receipt window is displayed.

Receipts (NIH) - 4

Receipt Number		Receipt Type	Cash
Currency	USD	Receipt Amount	
Receipt Date	02-SEP-2003	GL Date	02-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name		Customer Number	
Taxpayer ID		Location	
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

Goto task #8.

20. Close the **Receipts** window.

Result: You are returned to the **Receipts Summary** window.

Receipt Batches (NIH-OU)

Batch Type	Manual-Regular	Batch Source	Sponsored Travel
Batch Number	4	Currency	USD
Batch Date	02-SEP-2003	Receipt Class	Sponsored Travel
GL Date	02-SEP-2003	Payment Method	SPON TRAV FY04
Deposit Date	02-SEP-2003	Bank Name	NIH FEDERAL CREDIT UNION
Comments		Bank Account Number	008849722

Totals								
	Count	Amount		Count	Amount		Count	Amount
Control	2	1000.00	Applied	0	131.50			
- Actual	2	1000.00	Unapplied	2	868.50			
+ Reversed	0	0.00	On Account	0	0.00			
Difference	0	0.00	Claim Investigation	0	0.00			
			Prepayments	0	0.00			
			Unidentified	0	0.00			
			Miscellaneous	0	0.00			
			Returned	0	0.00			


Transmission		Status	Open
Name		<input type="checkbox"/> Partially Purged	[]
Lockbox			
Batch		Receipts	

22. Review the **Totals** block to ensure that the **Difference: Count** and **Difference: Amount** fields are zero.

23. Update the **Control Amounts** of receipt totals as necessary.

End of activity.

Practice Lab

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Practice Lab


Lab Time



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Complete Lab 5: Entering Sponsored Travel Receipts

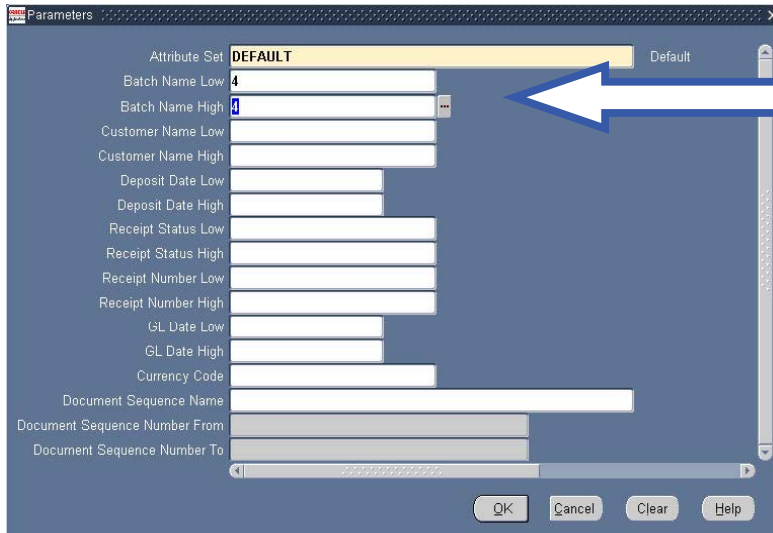
Provide Receipt Information to Collection Officer

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Provide Receipt Information to Collection Officer

The Receipt Register Report can be used to summarize receipt batch information.

3. Provide Collections Officer with Receipt Summary



Enter the Receipt Batch Number in the **Batch Name Low** and **High** fields

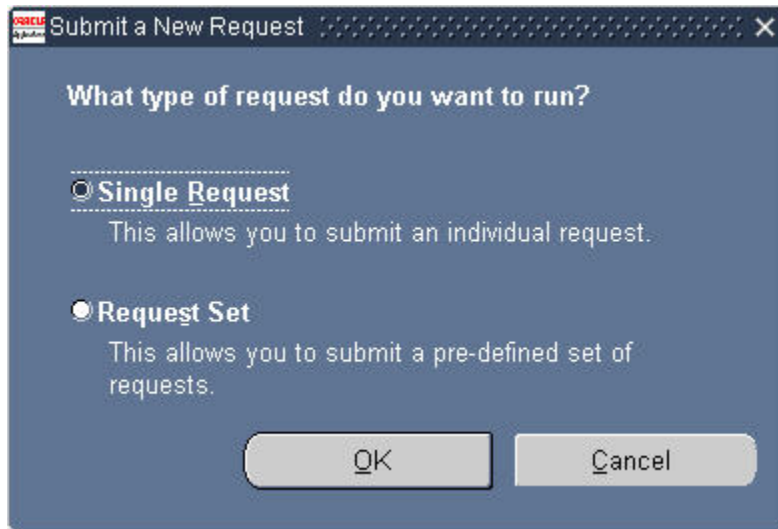
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Submitting the Receipt Register Report

NIH Receivables Receipt Entry

N > Reports > Collections

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

Submit Request

Run this Request...

Copy...

Name

Parameters

Language

Languages...

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to

Options...

Help (B) Submit Cancel

2. Click on the **LOV** in the **Name** field and select **Register Report**.

Result: The **Parameters** window is displayed.

3. Enter your report parameters as described below:

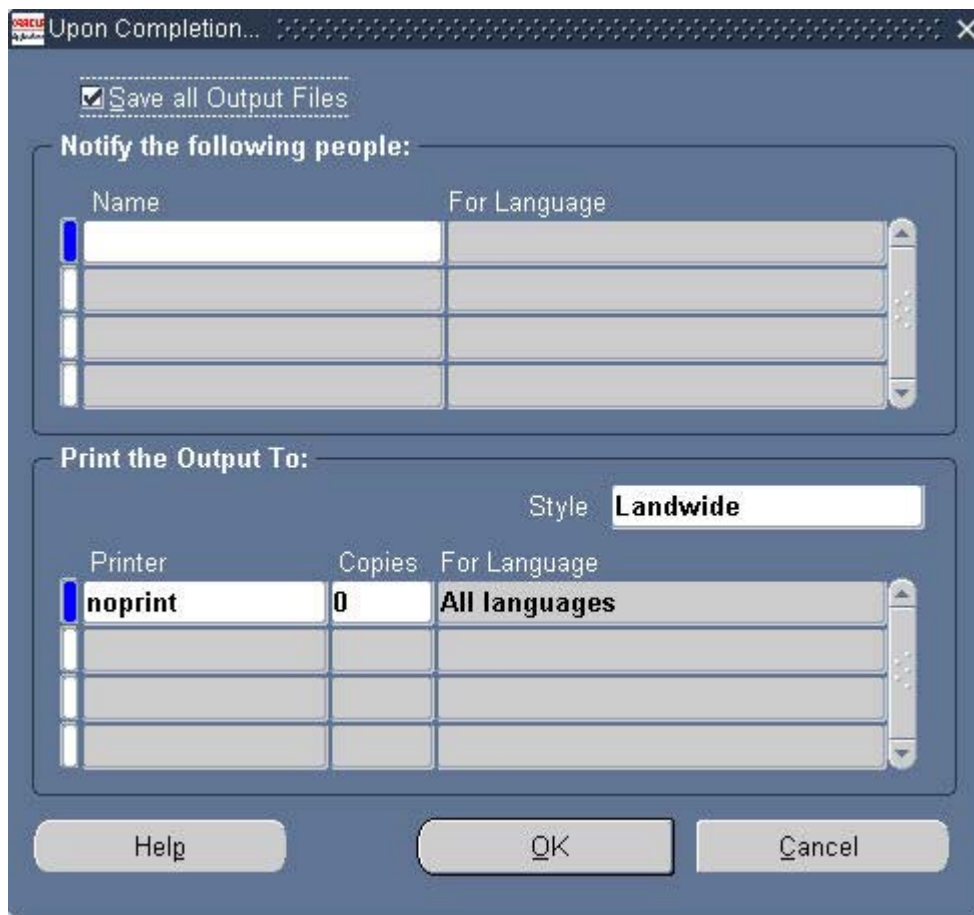
Field	Description
Batch Name Range	Select the receipt batch name range from the LOV
Customer Name Range	Select a range of customer names from the LOV
Deposit Date Range	Select a range of deposit dates from the LOV
Receipt Status Range	N/A
Receipt Number Range	Enter a range of receipt numbers <u>Note:</u> The receipt number field is generally populated with the check number
GL Date Range	Enter a range of GL Dates
Currency Code	Select USD from the LOV
Document Sequence Name	N/A
Document Sequence Range	N/A

4. Select the **OK** button.

Result: The **Parameters** window is no longer displayed.

5. Select the **Options** button in the **Upon Completion** box.

Result: The **Upon Completion** window is displayed.



Upon Completion...

☒ Save all Output Files

Notify the following people:

Name	For Language

Print the Output To:

Style **Landwide**

Printer	Copies	For Language
noprint	0	All languages

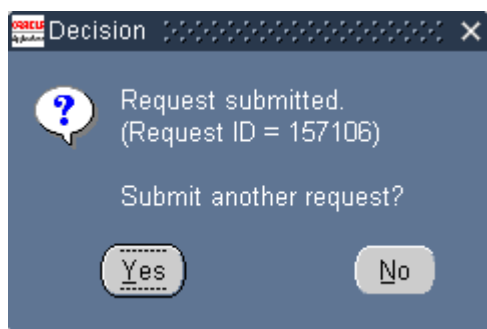
Help OK Cancel

6. In the **Print the Output To:** block in the **Printer** field, select the appropriate printer from the **LOV**.
7. In the **Copies** field, enter the number of copies you want to print.
8. Select the **OK** button.

Result: You are returned to the **Requests** window.

9. Select the **Submit** button.

Result: A **Decision** window is displayed.



Decision

? Request submitted.
(Request ID = 157106)


Submit another request?

Yes No

10. Select **No.**


End of activity.

Practice Lab

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Practice Lab



Lab Time



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Complete Lab 6: Submitting the Receipt Register Report

Collection Officer Activities

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Collection Officer Activities

The collection officer reviews the batches and completes the deposit ticket

Collections Officer Deposits Receipts 


1. Review Batch
2. Complete Deposit Ticket

NIH FEDERAL CREDIT UNION 555551
Deposit Ticket

Date	Check #	Amount
9/2/03	1526	\$45,000.00
	5412	\$412.36
Total		\$45,412.36

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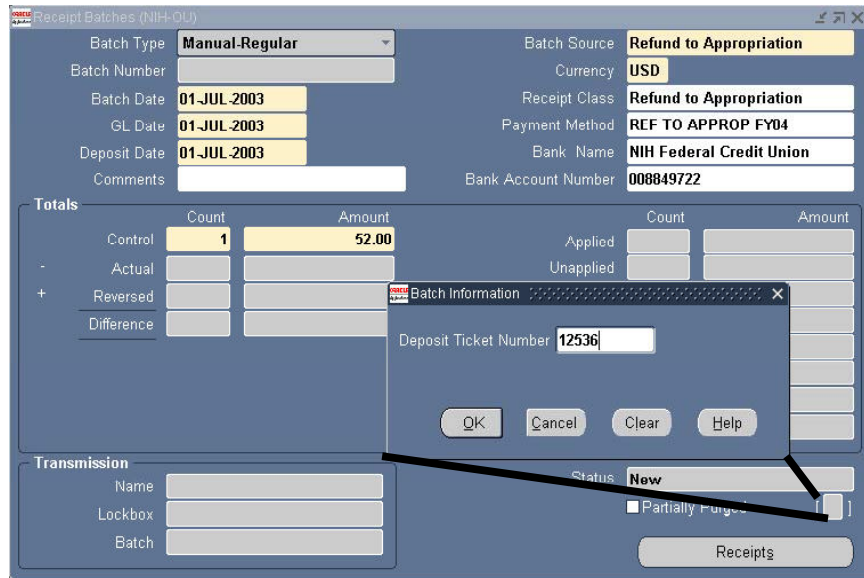
Updating Receipts: Sponsored Travel Receipts

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Updating Receipts: Sponsored Travel Receipts

The Deposit Ticket Number should be recorded in the Receipt Batch Flexfield on Sponsored Travel receipts

3. Update Receipt



Receipt Batches (NIH-OLU)

Batch Type: **Manual-Regular** Batch Source: **Refund to Appropriation**
Batch Number: Currency: **USD**
Batch Date: **01-JUL-2003** Receipt Class: **Refund to Appropriation**
GL Date: **01-JUL-2003** Payment Method: **REF TO APPROP FY04**
Deposit Date: **01-JUL-2003** Bank Name: **NIH Federal Credit Union**
Comments: Bank Account Number: **008849722**

Totals		Count	Amount	Count	Amount
Control	1	52.00	Applied		
- Actual			Unapplied		
+ Reversed					
Difference					

Transmission
Name: Lockbox: Batch:

Status: **New**
☐ Partially Fulfilled

Receipts

Batch Information
Deposit Ticket Number: **12536**
OK Cancel Clear Help

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Steps to update receipt batches with the deposit ticket number:

- Locate the receipt batch
- Open the receipt batch
- Click in the Flexfield and enter the deposit ticket number
- Select the OK button
- Save the record

Entering Deposit Ticket Number on Sponsored Travel Receipt Batches

Purpose

The purpose of this document is to describe how to enter deposit ticket numbers onto receipt batches for sponsored travel receipts

NIH Receivables Receipt Entry

N > Receipts > Batches

Receipt Batches

The screenshot shows the 'Receipt Batches (NIH-OU)' form. The form is divided into several sections. At the top, there are fields for 'Batch Type' (set to 'Manual-Regular'), 'Batch Source', 'Batch Number', 'Currency' (set to 'USD'), 'Batch Date' (set to '11-JUN-2003'), 'Receipt Class', 'GL Date' (set to '11-JUN-2003'), 'Payment Method', 'Deposit Date' (set to '11-JUN-2003'), 'Bank Name', 'Comments', and 'Bank Account Number'. Below these fields is a 'Totals' section with two columns: 'Count' and 'Amount'. The first column has rows for 'Control', 'Actual', 'Reversed', and 'Difference'. The second column has rows for 'Applied', 'Unapplied', 'On Account', 'Claim Investigation', 'Prepayments', 'Unidentified', 'Miscellaneous', and 'Returned'. Below the 'Totals' section is a 'Transmission' section with fields for 'Name', 'Lockbox', and 'Batch'. To the right of the 'Transmission' section is a 'Status' section with a 'New' button, a 'Partially Purged' checkbox, and a 'Receipts' button.

Totals		Count	Amount
-	Control		
	Actual		
+	Reversed		
	Difference		

Count	Amount

Transmission
Name
Lockbox
Batch

Status: **New**
☐ Partially Purged []
Receipts

1. Press the **F11** key.

Result: The fields turn blue indicating query mode.

2. Enter the receipt batch number in the **Batch Number** field.

3. Press the **Ctrl + F11** keys to execute the query.

Result: The Receipt Batch information is displayed.

Receipt Batches (NIH-OU)

Batch Type: **Manual-Regular** Batch Source: **Sponsored Travel**

Batch Number: **4** Currency: **USD**

Batch Date: **02-SEP-2003** Receipt Class: **Sponsored Travel**

GL Date: **02-SEP-2003** Payment Method: **SPON TRAV FY04**

Deposit Date: **02-SEP-2003** Bank Name: **NIH FEDERAL CREDIT UNION**

Comments: Bank Account Number: **008849722**

Totals								
	Count	Amount		Count	Amount		Count	Amount
Control	2	1000.00	Applied	0	131.50			
- Actual	2	1000.00	Unapplied	2	868.50			
+ Reversed	0	0.00	On Account	0	0.00			
Difference	0	0.00	Claim Investigation	0	0.00			
			Prepayments	0	0.00			
			Unidentified	0	0.00			
			Miscellaneous	0	0.00			
			Returned	0	0.00			

Transmission

Name: Lockbox: Batch:

Status: **Open**

☐ Partially Purged []

Receipts

- Place your cursor in the **flexfield** [] above the **Receipts** button.

Result: The **Batch Information** window will appear.

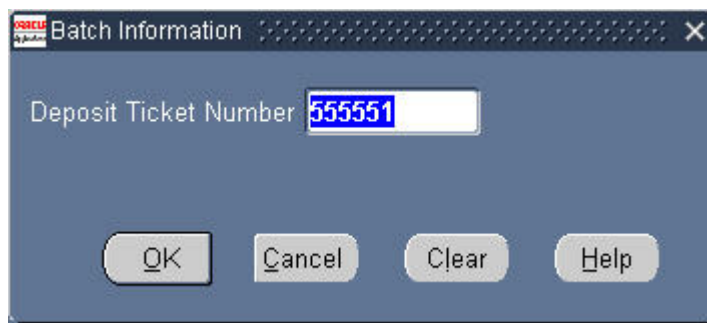
Batch Information

Deposit Ticket Number: []

OK Cancel Clear Help

- Enter the deposit ticket number in the **Deposit Ticket Number** field.

Example: Below is a sample completed **Batch Information** window.




6. Select the **OK** button.

Result: You are returned to the **Receipt Batches** window.

7. Save your work.


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 7: Entering Deposit Ticket Numbers on Receipt Batches

Generating the Schedule of Collections



Generating the Schedule of Collections

The AR Schedule of Collections Report

- displays the travel refunds recorded within a given date range that have been associated with a deposit ticket number
- can be run separately in or as a request set with the AP report

4. Generate Schedule of Collections

National Institutes of Health		Page: 1 of 1	
AR Schedule of Collections Report		Report Date:09/04/03	

Deposit Ticket Number:555551			

Total Batches Included		Total Actual Receipts Included	Deposit Ticket Total Amount
-----		-----	-----
1		2	1,000.00
-----		-----	-----
Batch Number: 4		Batch Source:Sponsored Travel	
		Payment Method:SPON TRAV FY04	

Batch Control Count	Batch Control Amount	Batch Actual Count	Batch Actual Amount
-----	-----	-----	-----
2	1,000.00	2	1,000.00
-----	-----	-----	-----
Receipt Number	Payer Name	Receipt Date	Receipt Amount
-----	-----	-----	-----
123456	CARNEGIE MELLON UNIVERSITY	09/01/2003	500.00
123456	CARNEGIE MELLON UNIVERSITY	09/01/2003	500.00

Submitting the AR Schedule of Collections Report

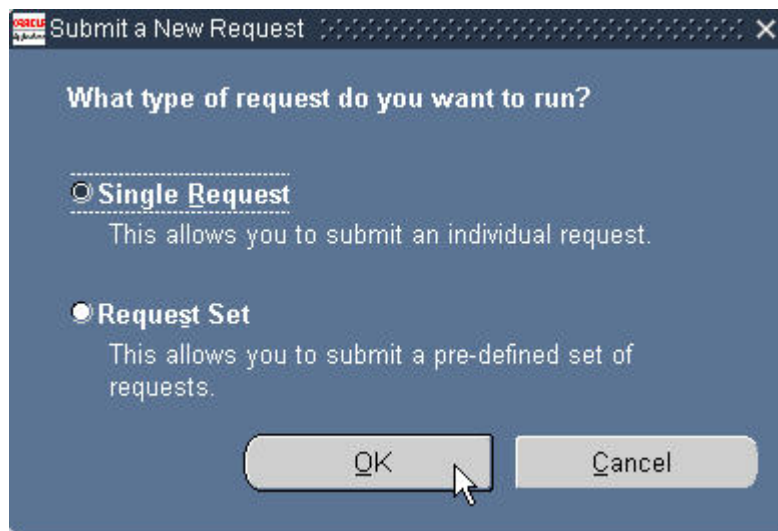
Purpose

The purpose of this document is to describe how to generate the AR Schedule of Collections Report. This report displays the receipt batch information related to specific deposit ticket numbers.

NIH Receivables Receipt Entry

N > Reports > Other

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

Submit Request

Run this Request...

Name

Parameters

Language **American English**

At these Times...

Run the Job **As Soon as Possible**

Upon Completion...

☒ Save all Output Files

Notify

Print to **noprint**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

- Click on the **LOV** in the **Name** field and select **NIH Schedule of Collections (Deposit Ticket) Report**

Result: The **Parameters** window is displayed.

Parameters

Deposit Ticket Number

Starting Batch Number

Ending Batch Number

Starting Batch Date

Ending Batch Date

Buttons: OK, Cancel, Clear, Help

- Complete the **Parameters** window as described below:

Field	Description
Deposit Ticket Number	Select the appropriate deposit ticket number from the LOV
Starting Batch Number	Select the beginning receipt batch number from the LOV

Ending Batch Number	Select the ending receipt batch number from the LOV
Starting Batch Date	Select the beginning receipt batch date from the LOV
Ending Batch Date	Select the ending receipt batch date from the LOV

Note: You should either use the deposit ticket number, the batch number range, or the batch date range. Do not mix the report criteria.

4. Select the **OK** button.

Result: You are returned to the **Submit Requests** window.

5. Select the **Options** button.

Result: The **Upon Completion** window is displayed.

Upon Completion...

☒ Save all Output Files

Notify the following people:

Name	For Language

Print the Output To:

Style: **Landscape**

Printer	Copies	For Language
noprint	0	All languages

Help OK Cancel

6. In the **Printer** field, use the **LOV** to select the printer you want to send the report.
7. Tab to the **Copies** field and enter the number of copies to print.
8. Select the **OK** button.

Result: The **Upon Completion** window is closed.

Print Other Reports

Run this Request...

Name: **NIH Schedule of Collections (Deposit Ticket) Report**

Parameters: **555551::::**

Language: **American English**

At these Times...

Run the Job: **As Soon as Possible**

Upon Completion...

☒ Save all Output Files

Notify:

Print to: **nbsr3can552**


Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

9. Select the **Submit** button.


Result: The **AR Schedule of Collections Report** is printed.

End of activity.

Practice Lab

**Practice Lab**

Lab Time



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Complete Lab 8: Running the AR Schedule of Collections

Reversing a Receipt: Sponsored Travel Receipt



Reversing a Receipt: Sponsored Travel Receipt

- In the event that a receipt is returned, reverse the receipt in AR.

Receipts Summary (NIH) - 1000009

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	An
12312	Cash	20-JUN-2003	20-JUN-2003		

Reverse

Date: 22-JUN-2003 GL Date: 20-JUN-2003

Category: Non-sufficient Funds Non-sufficient Funds

Reason: Nsf Insufficient funds in bank

Comment: Enter additional comments here

☐ Debit Memo Reversal

Type: Document Num:

Account:

Reverse Cancel

Confirm... 1 Applications Open

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Steps to Reverse a Receipt

- Locate the receipt
- Select the **Reverse** button
- Enter the **Category** and **Reason** fields
- Select the **Reverse** button

Reversing a Receipt

Purpose

This document describes how to reverse a receipt that was entered.

NIH Receivables Receipt Entry
N > Receipts > Receipt Batches
Receipt Batches

Receipt Batches (NIH-OU)

Batch Type: **Manual-Regular**

Batch Number:

Batch Date: **11-JUN-2003**

GL Date: **11-JUN-2003**

Deposit Date: **11-JUN-2003**

Comments:

Batch Source:

Currency: **USD**

Receipt Class:

Payment Method:

Bank Name:

Bank Account Number:

Totals

	Count	Amount		Count	Amount
Control			Applied		
- Actual			Unapplied		
+ Reversed			On Account		
Difference			Claim Investigation		
			Prepayments		
			Unidentified		
			Miscellaneous		
			Returned		

Transmission

Name:

Lockbox:

Batch:

Status: **New**

☐ Partially Purged []

Receipts

1. Press the **F11** key to enter query mode.

Result: The fields turn blue

2. Enter the batch number from the AR Schedule of Collections report in the **Batch Number** field.
3. Press the **Ctrl + F11** keys to execute the query.

Result: The receipt batch information is displayed.

Receipt Batches (NIH-OU)

Batch Type	Manual-Regular	Batch Source	Sponsored Travel
Batch Number	14	Currency	USD
Batch Date	07-OCT-2003	Receipt Class	Sponsored Travel
GL Date	30-SEP-2003	Payment Method	SPON TRAV FY04
Deposit Date	07-OCT-2003	Bank Name	NIH FEDERAL CREDIT UNION
Comments		Bank Account Number	557768900

Totals								
	Count	Amount		Count	Amount		Count	Amount
Control	3	906.50	Applied	0	0.00			
- Actual	3	906.50	Unapplied	2	385.50			
+ Reversed	0	0.00	On Account	0	0.00			
Difference	0	0.00	Claim Investigation	0	0.00			
			Prepayments	0	0.00			
			Unidentified	1	521.00			
			Miscellaneous	0	0.00			
			Returned	0	0.00			

Transmission		Status	Open
Name		<input type="checkbox"/> Partially Purged	[12]
Lockbox			
Batch		Receipts	

4. Select the **Receipts** button

Result: The **Receipt Summary** window will display the receipts located in the batch.

Receipts Summary (NIH) - 14

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	An
25142	Cash	07-OCT-2003	30-SEP-2003		
52631	Cash	07-OCT-2003	30-SEP-2003		
62536	Cash	07-OCT-2003	30-SEP-2003		

Reverse... 1 Mass Apply New

Confirm... 1 Applications Open

- Place your cursor in the line of the receipt you want to reverse and select **Open**.

Result: The **Receipts** window is displayed.

Receipts (NIH) - 1000024

Receipt Number	1111	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	01-JUL-2003	GL Date	01-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	100.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	AAPS	Customer Number	2281
Taxpayer ID		Location	BILL_TO 3072
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

If you would like to review the receipt application prior to reversing the receipt, goto task #6. Otherwise, goto task #8.

6. Select the **Applications** button.

Result: The **Applications** window is displayed.

Applications (NIH) - 15263

Customer Name	AAPS	Unapplied	0.00
Customer Number	2281	On Account	0.00
Location	BILL_TO 3072	Unresolved Claims	0.00
Receipt Amount	USD 750.00	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications ☒

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10020	1	USD	750.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

- Review the information then close the **Applications** window.

Result: You will be returned to the **Receipts** window.

Receipts (NIH) - 1000024

Receipt Number	1111	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	01-JUL-2003	GL Date	01-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	100.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	AAPS	Customer Number	2281
Taxpayer ID		Location	BILL_TO 3072
Reference		Tax Code	
Comments			

Customer Bank
Bank Name
Account Num

Confirmation
Date
GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

8. Select the **Reverse...1** button.

Result: The **Reverse** window is displayed.

Reverse

Date	11-JUN-2003	GL Date	11-JUN-2003
Category			
Reason			
Comment			

☐ Debit Memo Reversal

Type		Document Num	
Account			

Reverse Cancel

9. Enter the date of reversal in the **Date** field.
10. Enter the date to post to the GL in the **GL Date** field.

11. In the **Category** field, use the **LOV** to select a category for the reversal.

Note: If the receipt was simply entered incorrectly, then select **Reverse Receipt**. Otherwise, select the appropriate category.

12. In the **Reason** field, use the **LOV** to select a reason for the reversal.

13. Enter any additional comments in the **Comment** field.

Example: Below is a sample completed **Reverse** window.

The screenshot shows a 'Reverse' window with the following data:

Field	Value
Date	11-JUN-2003
GL Date	11-JUN-2003
Category	Non-sufficient Funds
Reason	Nsf
Comment	Returned on document #12536

Below the main fields is a section for 'Debit Memo Reversal' which is currently unchecked. It contains the following fields:

Field	Value
Type	
Account	
Document Num	

At the bottom of the window are two buttons: 'Reverse' and 'Cancel'.

14. Select the **Reverse** button.

Result: The **Receipt** window is displayed with a **Status** of "Reversed".

Receipts (NIH) - 1000024

Receipt Number	1111	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	01-JUL-2003	GL Date	01-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Reversed	Functional Amount	100.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	AAPS	Customer Number	2281
Taxpayer ID		Location	BILL_TO 3072
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation


Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 9: Processing Sponsored Travel Returned Payments

Lesson Summary



Lesson Summary

After this lesson you know how to:

- Process sponsored travel receipts
- Process travel advance refunds and refunds to appropriation

Important Dates and Information


Chapter 7

Important Dates and Information

The slide features a header with the Nabrss logo (National Institutes of Health Business & Research Support System) and the text 'Important Dates and Information' in a large blue box. Below this, a red box contains the text 'Track 2 End User Training'.

Important Dates and Information

Track 2 End User Training

 nbrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	NBS Track 2 Go-Live
<p>September 1, 2003</p> <p>NBS Travel System and supporting financial modules were deployed for entering FY04 travel documents</p> <p>October 1, 2003 or when FY04 funding is available</p> <p>Financial transactions resulting from FY04 travel documents will be processed</p>	

Initial Oracle Set Up Required




Initial Oracle Set Up Required

The first time you log into the NBS, you will be required to:

- Download Oracle J-Initiator and
- Update your internet browser security settings

Refer to the technical guidance provided on the NBS
Technical website: <http://nbs.nih.gov/technical.html>

NBS Travel Support Resources


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NBS Travel Support Resources

- **NBS Travel Web links available 24/7**
 - NBS Oracle Online Help and Reference: <http://nbs.nih.gov/training.html>
- **NIH Portal Support**
 - Phone NIH Help Desk at 6-HELP (301.496.4357)
 - Portal website address: <http://my.nih.gov>
- **NBS Customer Support**
 - Phone: Call 5-NBS7 (301.435.6277)
 - E-mail: Send e-mail to tasc@NIH.gov
 - Web Request for Support: Submit to: <http://support.dit.nih.gov>
- **nVision**
 - nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
 - E-mail: Send e-mail to nVisionSupport@nih.gov
 - Web Site for information: <http://nvision.nih.gov>

Page 3

Evaluation

**Evaluation**


**Please take a moment to complete the
on-line training evaluation**

www.surveymonkey.com/s.asp?u=44111257699

Your comments are important to us!

Page 4

Good Luck

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Good Luck

Good Luck!

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